



**BOARD OF TRUSTEES
MEETING AGENDA**

**Tuesday, September 20, 2016 at 6:00 P.M.
Sister Bay Fire Station- Mill Rd**

For additional information check: www.sisterbaywi.gov

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

**Call Meeting to Order
Roll Call**

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 recommendation of the Plan Commission following a Public Hearing on a proposed redraft of Sec. 66.0700, the Village Sign Code; Consider an appropriate motion for action.
2. Public recognition of Marina Fest donors.
3. Discussion on the upcoming expiration of a contract for sanitation services from Going Garbage; consider an appropriate motion for action.
4. Discussion on a recommendation from the Utilties Committee to add driveway culverts as a condition of issuance of a driveway permit; Consider an appropriate motion for action.
5. Consider a motion to discuss and confirm President Lienau’s Appointments.
6. Report on County activities from the County Supervisor, Dave Lienau.
7. Review of the financial statements and consideration of a motion to approve the monthly bills.
8. Report by the Village Administrator on Village Activities and Projects.
9. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1) (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.
10. Consider a motion to reconvene into Open Session.
11. Consider a motion to take action, if required.
12. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

- | | | |
|----------------------|------------------------------|-----------------------|
| 1. Administrative | 2. Reserved | 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. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator’s Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. weekdays).

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

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING-STRATEGIC**
 2 **PLANNING SESSION MINUTES**
 3 **TUESDAY, AUGUST 19, 2016**
 4 **WEST CONFERENCE ROOM - BIRCHWOOD LODGE**
 5 **UNAPPROVED VERSION**

6
 7 The August 9, 2016 meeting of the Village of Sister Bay Board of Trustees was called to order
 8 by Village President Dave Lienau at 6:01 P.M.

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

12
 13 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, Marina
 14 Manger Nicole Krauel, Utility Director Mike Schell, and Utility Clerk Anastasia Bell.

15
 16 **Others:** Ken Church, Deb Duren, Russ Forkert, Emily Hanley, Jill Hanley, Chris Hecht,
 17 Helen Hecht, and Chris Schmeltz,

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

20 *A motion was made by Bhirdo, seconded by Baker that the Agenda for the August 9, 2016 meeting of*
 21 *the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.*
 22

23 **Comments and correspondence:**

24 Lienau asked if any correspondence had been received, and also asked if anyone wished to
 25 comment regarding a non-agenda item. Jackson noted that an email he had received will be
 26 read during the next meeting of the Village Board
 27

28 **New Village Board Business Items**

29 **Instructions on Evaluation Sheets and Strategic Planning Process for CIP**

30 Jackson instructed all persons present to fill out the evaluation sheets, which were passed
 31 around, based upon their initial reactions to the information presented this evening. All
 32 items to be discussed are competing for limited financial, manpower, and land resources and
 33 this is the Board's opportunity to get involved in the CIP process as committees will also be
 34 presenting the items they feel are important to the Finance Committee soon. Information
 35 will be presented which summarizes all the CIP needs throughout the Village. Hopefully
 36 after tonight Trustees will be able to prioritize CIP requests. Jackson requested that the
 37 following rating system be used:

38 5= Very valuable; should receive full funding in 2017.

39 4= High-medium value; should receive some funding in 2017.

40 3= Medium value; should be a line item to receive token funding in 2017.

41 2= Medium-low value; should be considered as line items in 2018-2021.

42 1= Low value; should be considered after 2021.
 43

44 Lienau confirmed CIP prioritization the process stating that this is "step one" to get the
 45 "30,000 foot view." The data compiled tonight will be presented to the Finance Committee,
 46 which is responsible for recommending the CIP for the coming year. After a series of
 47 meetings the Finance Committee will see tat a draft budget is presented to the Board and a

1 public hearing will be conducted. After that hearing the budget is formally adopted with or
 2 without amendments. Duffy and Lineau confirmed that the Village has approximately
 3 \$1,000,000.00 in interest payments for current debt. The budget dictates how available funds
 4 should be spent during the upcoming year.

5
 6 **Item No. 1. Presentation by Staff on CIP requests:**

7 **Parks Equipment:**

- 8 1. 1997 "old" dump truck - Replacement \$45,000.00 (F250) with hauling and plowing
 9 capabilities. The current truck will probably only last another 2-3 years due to
 10 rusted/replaced part longevity issues.
- 11 2. Additional mower - Currently have 3 riding mowers which are used all the time. A
 12 walk-behind model is used when the others are out for repairs.
- 13 3. 1981 Trackless replacement - Refurbished model costs \$50,000.00, requiring an
 14 additional \$27,000.00 in the CIP. This was refurbished a few years ago and is not
 15 compatible with many attachments. May have saleable "parts" values.
- 16 4. Sickle mower - Ditch embankments and other areas are very difficult if not impossible
 17 to reach; currently unable to use this attachment with the current trackless model due
 18 to pump configuration.
 19 a. Other attachments available: street sweeper, brush unit, etc.
- 20 5. Kubota UTV - Currently 4-6 trips are required per trash pick-up; it would be more
 21 effective use of time. It has been determined the club carts are not road legal.

22
 23 **Tarzan Boat/slide/splashpad:**

- 24 1. This item started as discussion for swim raft/slide but Jackson and Mann have been
 25 unable to find one within a reasonable price range. A 12-foot pontoon boat which
 26 needs some work has been acquired by the Parks department; Mann believes he could
 27 make a Tarzan boat-type device with this for \$6,000.00.
- 28 2. Slide for swim dock - 5-foot height cost of \$2000.00 without shipping. Kids will need
 29 to use buckets for water at the top. Any device would need to be removed during the
 30 winter due to the ice shoves.
- 31 3. Splashpad - wide range of sizes and prices available; would need to complete more
 32 research prior to purchase.
- 33 4. Playground equipment - We need to think in terms of "need" and then provide the
 34 necessary funding. The following equipment has been requested
 35 a. 24-foot Spider Tower with interlaced webs for climbing - cost unknown.
 36 b. Goat spring rider - \$900.00
- 37 5. Trash cans - There is a need to replace the current recycling containers to match the
 38 trash containers all along the waterfront.

39
 40 **Parks buildings:**

- 41 1. Storage building - built in 1988, currently not heated, dirt floor, and poor lighting
 42 a. Duffy and Clove asked about refurbish vs replacement. Jackson identified the real
 43 issue may be the location and the need to combine multiple facilities to decrease
 44 labor time for travel between storage and work areas.
- 45 2. Work building (by Library) - built in 1979, updates a few years ago.
 46 a. Recommended: long-term consideration to combine the functionality of this facility
 47 with the storage shed. May consider adding on to this structure.

1 **Wayfinding Signage:**

2 Design has been completed and approved by DOT. This is the last element of the Bay Shore
3 Drive Project. This would require an additional \$45,000.00 in CIP. The intent is to help
4 people get around the Village.
5

6 **Street Repair/Resurfacing/Reconstruction:**

7 Jackson went on a ride throughout the Village with a DOT representative and the Door
8 County Highway commissioner John Kolodziej to determine road qualities. Kolodziej
9 recommended the following actions (the rating system is a 1-10 scale with "1" being low
10 quality and "10" being high quality).

- 11 1. North Spring Rd - \$76,880.00 Rated 6/10, last resurfaced in 1999
 - 12 a. Not recently chip sealed. Quote includes driveway access and raising/lowering
 - 13 man holes but does not address storm sewer work.
- 14 2. South Spring Rd - \$38,760.00 Rated 2/10
- 15 3. Mill Rd. West \$400,000.00 Rated 3/10, last resurfaced 1995
 - 16 a. Storm sewers are included
 - 17 b. Sidewalk and street lights should be considered
 - 18 c. Start of drainage basin, need to address storm water in this area
 - 19 d. Estimated \$50,000.00-\$70,000.00 for resurfacing only
- 20 4. Parkview Drive/Lane - Rated 4/10, last resurfaced in 1958
 - 21 a. Needs storm sewer work, storm sewer main has created depression
 - 22 b. Al Gokey will be responsible for the curb/gutter on Parkview Lane, and some
 - 23 storm sewer work in this area
 - 24 c. Duffy questioned whether this work should be considered before/after Gokey
 - 25 development - Jackson responded that the Mill Road area could be
 - 26 considered before and the Parkview area after the development.
- 27 5. Mill Road/Maple Drive (by Admin building)- Rated 5/10, last resurfaced in 1966
 - 28 a. Curb/gutter work; abandonment of cistern, need to address storm sewer.
 - 29 b. Sidewalks could be considered for B-2 Zoning
 - 30 c. Likely to be later on the list.
- 31 6. Bluffside lane - Rated 2/10, last resurfaced 1961; \$2.5 million for whole drainage area
 - 32 a. Storm sewer system is under the sidewalk and has caused a trough and
 - 33 sidewalk collapse; created in 1950s/1960s
 - 34 b. Overhead lines could be buried
 - 35 c. We could send letters to property owners for special assessments
- 36 7. Birchwood Drive - Rated 5/10, \$80,000, last resurfaced in 1978
 - 37 a. Laterals cut in in 1970s were not compacted well and have settled creating
 - 38 dips in the road
 - 39 b. Patching could be a short-term solution (10 years); should be pulverized
- 40 8. Forest Lane - Rated 6/10, \$29,500.00, last resurfaced in 1990
 - 41 a. Washout issue; cheaper fix due to being an overlay candidate
 - 42 b. Will continue to be an issue until an easement is created for a storm sewer
 - 43 main to be installed.
- 44 9. Claflin Lane - Rated 5/10, \$17,000.00, last resurfaced in 1985.
 - 45 a. Overlay candidate
 - 46 b. Public safety improvement considerations; would be used as part of the
 - 47 connection to Scandia Village (Canterbury Lane).

- 1 i. Duffy commented on the availability of funds to complete the Canterbury
2 Road connection to alleviate downtown congestion. 50ft X 200ft road would
3 cost an extra \$100,000.00.
- 4 10. Mill Road East – Rated 5/10, \$28,900, last resurfaced in 1995
5 a. Several significant dips from fire station to Woodcrest.
6 b. Sidewalk installation: \$28/foot. Safer for pedestrians
- 7 11. Sunnyside Road/Court – Rated 4/10, \$21, 200.00, last resurfaced in 1987
8 a. Pulverized/resurfaced candidate
- 9 12. Woodcrest Road – Rated 6/10, \$250,000.00, last resurfaced in 1959
10 a. Shared maintenance between Sister Bay & Liberty Grove
11 b. Understood to be split in the middle from Maple to Flint Ridge
12 c. Was heavily travelled during road construction
- 13 13. Sign repairs are not included: estimated \$100,000.00-\$150,000.00
14 a. The County will not repair the signs
15

16 **Economic Development/Workforce Housing:**

- 17 1. Quarry – Has not closed yet, it is set to close in November
18 a. Need additional time to procure filling materials for the site
19 b. May need to establish a second TIF for this and surrounding sites. Mr. Kufrin
20 would be willing to assist in this process. Due to an extended time lapse we
21 will likely need to acquire a new letter of credit from the bank in order to
22 obtain a favorable interest rate.
23 c. Potential site for employee housing development. Need engineering work
24 and infrastructure regardless of what happens on the property.
25 i. Lineau stated this has not been discussed in any capacity by the Plan
26 Commission or the Village Board.
27 ii. \$75,000.00 for CIP planning process
28 iii. \$800,000.00 estimate to get infrastructure in this area
29

30 **Village Property: Quarry Site, Braun Site, Dalstrom Site, Casperson Site, future sites/TIF** 31 **Creation:**

- 32 1. Dalstrom Property – acquired for fire station, paid \$200,000.00
33 a. DNR identified wetland and wouldn't allow building
34 b. Maps presented identified that the area is not a wetland; currently 7 acres of
35 land inside the TIF.
36 c. Lineau asked about property that was sold as part of the Braun development
37 to the DNR for access. Jackson clarified it was understood to be for
38 snowmobile and walking trails, does not really restrict for potential lot sales.
39 d. Schell identified laterals would be needed for utilities, the main is already
40 present at the road.
41 e. Chris Hecht commented that the maps shown are significantly inaccurate.
42 The DNR did a delineation survey at the time of sale with flags and GPS
43 based on vegetation. The corner is not wetland and approximately ¼ of west
44 side of clearing is not wetland. Bhirdo and Duffy commented that it was
45 understood to be developable from Clafin to the bay.
46 f. Recommendation would be to perform a new wetland delineation survey. We
47 would have 5 years from the time of survey.
48

Village Hall Rehab:

1. Built in 1941, complaints of insulation falling from the ceiling.
 - a. Currently \$43,909 in CIP for acoustics and HVAC. Recommendation to take this out due to current HVAC estimates of \$1,000,000.00 based on volume of the structure.

Admin Building:

2. No construction date available. Energy inefficient. Not enough space available for storage or the number of people who work there.
 - a. Many important Village documents are currently stored in a well house which is not the best for preservation purposes.

Marina Building:

1. Built in 1994; bathroom remodeled in 2014. Major complaints from the public are that the building is "dated"
 - a. Duffy commented that long-term boaters feel the updates are great. Not a high priority.
 - b. Bhirdo asked about small upgrades such as painting/replacing the doors.
2. Estimated \$2.8 million for facility and dock repairs

Marina Docks:

1. "A" dock - built in 1968 - Estimated cost of repairs - \$900,000.00.
 - a. Concrete has rotted due to raining at time of pouring, lots of chipping has occurred
 - b. The parking lot has shifted and the plates that were installed to cover the utilities have fallen in. The welding on the wall is also starting to fail.
2. "B" dock - estimated cost of repairs - \$250,000.00
3. Piers are no longer "floating" piers. Clove clarified this is not a concern at the moment because water levels are high. It will become a concern when levels are low because ladders will be needed to get out of boats.

Transportation/Parking Needs":

1. Jackson presented photos of hotel parking lots. He identified that the lots are full of cars at 8:30am and then they're empty by 1:00pm. Many of these visitors come into the downtown area during the daytime hours and stay for extended periods of time.
 - a. Public transportation options: 13 stops with 30 seconds at each location.
 - b. Non-public stops could be added for additional fees. Paid ridership is not worth it for our operation size.
 - c. Estimates for running Friday, Saturday, & Sunday for 10 hours each day: \$38,000.00, net \$28,785.00
 - i. Revenue: \$11,000.00
 - ii. Expenses: Trolley rental \$3,500.00 per month for 4 month lease, fuel \$2,500.00, labor \$28.00 per hour, tires/maintenance \$400.00 per month, and marketing \$1500.00.
 - iii. More days would increase labor costs; approximately 5miles/gallon.

Storm Sewer Construction/Maintenance:

1. Recommendation from Parks and Utilities Committees is that a line item be established

1 for a storm sewer CIP. We've used this for emergency purposes. \$2.5 million
2 component to repair and clean storm sewer locations.

- 3 a. Citizens have filled storm sewers in for ease of their property management.
- 4 b. Some are compacted with sand and debris and are not usable.

5
6 **Item No. 2. Presentation by Various Trustees On Particular Items of Interest:**

7
8 **Request by Trustee Nate Bell on a snowmaking machine for the Sister Bay Sledding Hill.**

- 9 • This could bring visitors to the Village for use of the sledding hill more days each year
 - 10 ○ 87 days last year that were adequate for snow making in November/April.
- 11 • \$4000.00 for basic unit with 3/4" water supply, air compressor/pressure washer. This
12 estimate includes the cost for an upgraded air compressor/pressure washer.

13
14 **Request by Trustee Denise Bhirdo on the need for hiring a Beach Attendant for the new**
15 **Beach.**

- 16 • As Waterfront Park use is increased, this person could assist the Parks Department
17 with simple duties such as:
 - 18 ○ Cleaning restrooms, address dogs in the park, empty trash cans, etc.
 - 19 ○ Not intended to be a lifeguard.
 - 20 ○ Possibly an intern for credit
- 21 • Clove asked if an additional Parks employee could fill this role.
- 22 • Could this role be fulfilled with Teen Center attendees?

23
24 **Request by Trustee Kathy Enquist on the need for sidewalks on Country Walk Dr.**

- 25 • \$60,667.00 for one side of Country Walk Drive from Highway 42 to Highway 57.
- 26 • Would increase safety concerns, this is a very busy road outside of the downtown.
 - 27 ○ The Childcare Center walks children down the road holding hands.
 - 28 ○ More people walking from the condominiums to the grocery store.
 - 29 ▪ People need to be aware of the pedestrians and applicable signage
30 would just increase the congestion.
- 31 • Visibility is poor at night. Consider adding street lights up the hill.

32
33 **Request by Trustee Nate Bell regarding the construction of a combination**
34 **Marina/Administration Building.**

- 35 • Would create a better experience for visitors, the current building isn't able to produce
36 great experiences.
- 37 • Need to address our Administration Building because it is often the first impression
38 developers and others willing to spend money here unfortunately receive. It's
39 outdated and very small.
- 40 • Multi-use buildings could leverage the value of the property
 - 41 ○ Clove expressed that we would need three stories to fulfill all marina and
42 administrative needs.
 - 43 ○ Duffy expressed concern that a building of this size would cause us to lose the
44 view we have created at Marina Park.
 - 45 ○ Clove noted that a new marina building is at the bottom of his list as he
46 believes dock repairs are more important.

1 **Request by Trustee John Clove regarding a the proposal for installation of a fuel dock at**
2 **the Sister Bay Marina.**

- 3 • Clove made a formal presentation regarding the issue and explained that the Sister Bay
4 Marina's mission statement is "to become the best destination marina in Northern
5 Door County."
- 6 ○ The marina is the only real revenue source within the Village, boaters are
7 captive and seldom leave the area. Currently adding \$250,000.00 to local
8 businesses.
 - 9 ▪ Self-funded and sustainable with 40 transient slips that can
10 accommodate 80-foot boats.
 - 11 ▪ Charlevoix, Leland, and Harbor Springs are other successful marinas.
 - 12 ▪ Creates a town where everyone wants to be.
 - 13 ○ Destination marinas have 3 main things: showers, marketing, and fuel docks
 - 14 ▪ Marketing/advertising efforts have decreased "bay-hoppers".
 - 15 ▪ Shower renovations have decreased the complaints
 - 16 ▪ Fuel and pump outs are the first things boaters request upon docking.
 - 17 ○ Return on a pressurized fuel system could be \$239,000.00
 - 18 ▪ The competition would be Michigan not our local communities
 - 19 ▪ Duffy commented people purchase fuel where it is convenient.
 - 20 ○ Ken Church noted that Beacon Marine, Yacht Works, and Egg Harbor sold a
21 total of 143,000 gallons last year and he doesn't believe there is a need for
22 much more fuel to be sold within the area.
 - 23 ▪ Clove and Duffy clarified that the ROI slide was intended to capture a
24 percentage of the sales estimated at 50%.
 - 25 ○ Bhirdo requested clarification on the ROI based on the loan and interest rate.
26 It should be calculated to be five years. It would be estimated that we would
27 need to sell 40% of the current 143,000 gallons (54,800 gallons) being sold in
28 the area in order to be successful.
 - 29 ▪ Clove clarified the initial 3 year ROI calculation involved 50% of
30 transient boaters purchasing an average of 60 gallons each.
 - 31 ○ Russ Forkert stated that Yacht Works sells 55,000 gallons each year. He
32 further explained the initial investment for the fuel dock was closer to
33 \$300,000.00. The profit margin is typically \$0.75 per gallon. Forkert added
34 that 20%-25% of the fuel sold at Yacht Works is for the 450 boats they put into
35 storage for the winter months.
 - 36 ▪ Duffy commented that the intent was not to take away current
37 business, and restated the competition would be marinas farther away.
 - 38 ▪ Forkert pointed out that there are inspection fees, tank securing
39 processes, insurance premiums, and staffing costs associated with a
40 fuel dock. These additional amounts could extend the ROI to
41 approximately 10 years.
 - 42 ○ Transient boaters are looking for a place to stay; we've brought a lot of people
43 to our marina during the week in recent years.
 - 44 ▪ Duffy commented that if fuel docks were not profitable or really such
45 a headache, they would be going away but that is not the trend; more
46 are being installed. He further explained the marina will need to
47 increase revenues by \$50,000.00-\$70,000.00 in years to come; this is a

1 way the marina can sustain itself.

- 2 ▪ Bhirdo requested clarifications on the proposal being outdated. Clove
3 clarified the new bid is being created but the request presented today
4 was increased from the original \$239,000.00 to \$250,000.00 due to the
5 estimated increases. Duffy and Clove identified any amount in excess
6 of \$250,000.00 would come from the marina's reserve account and
7 there would be no responsibility for tax payers.
8 ▪ Bhirdo commented that local gas stations may be affected if the marina
9 creates a policy prohibiting portable fuel containers.
- 10 ○ A lengthy discussion followed, and finally Lineau limited any further input
11 from Board or Audience members, Clove then continued.
12 ○ Fish Creek doesn't provide diesel so boats are forced to go elsewhere.
13 ○ Environmental concerns: the beach could be closed due to flooding. The
14 beach isn't close enough to the dock to cause problems.
15 ▪ DNR regulates fuel spills; most caused by unattended boaters using
16 cans to fill their boats.
17 ○ Fuel attendants would be required to complete the 'Class A' Fuel License
18 course. Krauel commented that it was a 17 chapter course with a final exam.
19 ○ The \$2.5 million in identified repairs are capital expenditures which will not
20 bring money to the marina. The pressurized fuel dock would be a way to
21 bring money into the marina. This would be a way to keep the future of the
22 marina off the tax roll.
23 ▪ Clove requested the Village consider authorizing \$250,000.00 in CIP
24 funding for seven years to be returned from marina revenue.
25

26 **Requests from the Utilities Committee:**

- 27 1. Generator at the main lift station. \$90,000.00 for variable speed pump to increase
28 current potential. (A new generator would cost \$180,000.00)
29 a. Currently only one pump can run when the power is lost. If we can't keep up
30 sewage will have to be discharged into the bay or residences will back up.
31 Replacement would require DNR approval for a larger fuel tank, and maybe a
32 new building.
33 2. Truck (2001 F350) with fiberglass body: \$40,000.00
34 a. Currently operational, but has known mechanical issues. Research will be
35 done regarding the possibility of remounting the body.
36 3. Roof at the treatment plant
37 a. Starting to show age and crew is currently replacing shingles as they fall off.
38

39 **Additional Requests as named by any Trustee at this meeting.**

- 40 • **Public Safety:** Brush Truck \$50,000.00. Have requested replacement of this vehicle for
41 several years.
42 • **IT Equipment:** Current tablets have been used for 3 or 4 years. Consider funds to
43 replace existing.
44 ○ Bhirdo requested a consideration for laptops vs. tablets.
45 • Lineau noted that he realizes other items may be requested as committees conduct
46 their CIP meetings. If necessary the previously mentioned rankings could be
47 amended as long as the amendments are made in a timely fashion.

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

5 *At 8:25p.m. a motion was made by Bhirdo, seconded by Clove to convene into executive Session*
6 *pursuant to Wis. Stats. §19.85(1) (e). A roll call vote was taken and the Board members voted*
7 *in the following fashion: Bhirdo-Aye; Bell-Aye; Baker-Aye; Enquist-Aye; Lineau-Aye; Duffy-*
8 *Aye; Clove-Aye. Motion carried.*

9
10 **Item No. 4. Consider a motion to reconvene into Open Session**

11 *At 9:55p.m. a motion was made by Lineau, seconded by Baker, to reconvene into open session. No*
12 *discussion. Another roll call vote was taken and the Board members voted in the following fashion:*
13 *Bhirdo-Aye; Bell-Aye; Baker-Aye; Enquist-Aye; Lineau-Aye; Duffy-Aye; Clove-Aye. Motion*
14 *carried.*

15
16 **Item No. 5. Consider a motion to take action, if required.**

17 *A motion was made by Lineau, seconded by Bell to approve Resolution No 336-080916 authorizing*
18 *the sale of Lots #2 and #3 of the Braun Redevelopment site to J.J. Johnson. Motion carried - All Ayes.*

19
20 *A motion was made by Lineau, seconded by Baker to approve Resolution No. 338-080916 authorizing*
21 *the sale of Lots #4 and #5 of the Sister Bay Marketplace PUD, Braun Redevelopment site to Jill and*
22 *Emily Hanley. Motion carried - All Ayes.*

23
24 *A motion was made by Lineau, seconded by Clove to approve Resolution No. 336-080916 authorizing*
25 *the sale of Lots # 7 and #8 of the Sister Bay Marketplace PUD, Braun Redevelopment site to Jaco*
26 *Management LLC. The map will be redrawn to reflect discussed changes. Motion carried - All Ayes*

27
28 **Item No. 6. Discussion regarding matters to be placed on a future agenda or referred to a**
29 **Committee, official, or employee.**

30 No items were identified.

31
32 **Adjournment:**

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

35
36 Respectfully submitted,

37
38
39
40 Anastasia Bell,
41 Utilities Clerk

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

6 The August 16, 2016 meeting of the Village of Sister Bay Board of Trustees was called to
7 order by Village President Dave Lienau at 6:00 P.M.

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

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

14
15 **Others:** Laddie Chapman, Greg Casperson, Jackson Parr and Rob Zoschke.

16
17 **Approval of the Agenda and Minutes as published:**

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

21 **As to the minutes for the July 19, 2016 meeting of the Village Board:**

22 *A motion was made by Baker, seconded by Enquist that the minutes for the July 19, 2016 meeting of*
23 *the Village Board be approved as presented. Motion carried – All ayes.*
24

25 *Bhirdo noted that most of the items which are delineated on Lines 3 – 12 of the July 19th meeting*
26 *minutes were not addressed at the August 9th Village Board Strategic Planning Session. It was the*
27 *consensus that those items shall be referred to the appropriate Committees for consideration and/or*
28 *recommendation.*
29

30 **As to the minutes for the July 29, 2016 meeting of the Village Board:**

31 *A motion was made by Baker, seconded by Enquist that the minutes for the July 29, 2016 meeting of*
32 *the Village Board be approved as presented. Motion carried – All ayes.*
33

34 **Comments and correspondence:**

35 Lienau asked if anyone wished to comment regarding a non-agenda item. No citizens
36 responded. He then asked if any correspondence had been received.
37

38 Bhirdo noted that in light of the adoption of the Door County Hazard Mitigation Plan she
39 believes applicable referrals should be made to the appropriate Village committee(s). It was
40 the consensus that this should occur.
41

42 Jackson noted that an e-mail which had been received from Wally and Debbie Sommer as
43 well as his reply to that e-mail had been included in the meeting packets, and read those
44 documents aloud. In their e-mail the Sommers refer to decibel readings they had obtained
45 while concerts were being conducted at the Sister Bay Stage.
46

47 Letters which had been received from Susan Valentino and Kay Knapp were also included in
48 the meeting packets, and Jackson read them aloud. In her letter Valentino, who owns a unit

1 at The Yacht Club at Sister Bay, points out that people were making noise in Waterfront Park
2 at 12:15 A.M. on July 18, 2016, while Knapp commends Village officials for seeing that all the
3 upgrades were made to the waterfront.
4

5 Someone who identified themselves as "A Village Taxpayer" sent an e-mail to Jackson, and
6 in that document the taxpayer states that he or she believes several Village streets need
7 patching. Jackson noted that "cold patch" has been applied to some streets.
8

9 DNR officials have requested that Lienau appoint a citizen from Sister Bay to attend a
10 Stakeholder's Meeting at which the future of Plum and Pilot Islands would be addressed,
11 and the person who was appointed was John Bacon. Bacon provided a written report
12 regarding what had been presented at the Stakeholder's Meeting, and Jackson read that
13 report aloud.
14

15 **Item No. 1. Discussion on a request from Pat Duffy to consider future funding for Marina**
16 **Fest as a part of the 2017 Budget; Consider a motion to direct staff to take appropriate**
17 **actions:**

18 Marina Fest, which has always been conducted on Labor Day weekend, was originally
19 started a number of years ago because Village officials wanted to celebrate the completion of
20 the Marina Expansion Project and give back to the community. Local non-profit
21 organizations were allowed to participate in Marina Fest, and for many of them that event
22 was and is one of their main fundraisers. Duffy noted that it is his understanding that in the
23 years following that first celebration Marina Fest was used as a mechanism to bring people
24 to the Marina over Labor Day weekend and keep them in the Village. Over the years the
25 event has ballooned in terms of expense and scope, and the Marina now invests between
26 \$12,000 and \$18,000 per year in it, which, in light of the Marina's current finances is not
27 realistic. Marina Fest has been expanded to most of the waterfront and now takes place on
28 the Saturday and Sunday of Labor Day weekend. Last year the members of the Marina Fest
29 Committee sought to divest themselves of the event and offered the administration of it to
30 the SBAA and the Sister Bay-Liberty Grove Fire Department, but neither organization
31 expressed any interest in taking it over. Given the capital needs of the Marina, Duffy, who is
32 the Chair of the Marina Fest Committee, and Clove, who is the Chair of the Marina
33 Committee, are recommending that the General Fund pick up half of the costs related to
34 Marina Fest for 2016 and take that event over completely in 2017.
35

36 *Lienau asked each of the Board members what they thought about Duffy's proposal.*
37

- 38 • Bhirdo disagreed with the statement Duffy made that Marina Fest keeps people in
39 Sister Bay on Labor Day weekend, and stated that she believes Sister Bay would be
40 busy on that weekend anyhow. She also stated that Marina Fest is a nice event, but
41 does not feel it is appropriate to use taxpayer dollars to fund "a party". She also does
42 not believe that the Village should be in "the event planning business", especially in
43 light of the fact that Village employees' benefits were recently reduced. One
44 compromise might be to reduce the scope of future Marina Fests.
45

46 Duffy responded, "If business owners don't appreciate the efforts of the organizers of
47 Marina Fest, maybe Marina Fest should simply be discontinued."
48

1 Bell noted that he does not believe it is appropriate to do a budget amendment this late in the
2 year. He also stated, "If Marina Fest is costing so much, it maybe should go away."

3
4 Enquist stated that she definitely does not believe Marina Fest should be funded by the
5 Village. She firmly believes that festivals should pay for themselves. Maybe the Village is
6 "over festing". Baker agreed.

7
8 Clove stated that he believes it would be "catastrophic" if Marina Fest were to be
9 discontinued. There are not many weekends where people specifically come to Sister Bay to
10 attend a festival or special event. He has spoken with a number of business owners who
11 stated that their business was up substantially during Marina Fest last year, and it is his
12 understanding that a number of people purposely came to Sister Bay on the second day of
13 Labor Day weekend because Marina Fest activities had been scheduled.

14
15 Lienau noted that he does not believe it is appropriate to do a budget amendment year. He
16 also noted that if the Marina can't afford to run the festival "something drastic" might have
17 to be done.

18
19 *Lienau, Baker, Enquist, Bhirdo, and Bell eventually agreed that no money should be withdrawn from*
20 *the General Fund to provide funding for Marina Fest in 2016, but that Duffy's funding request for*
21 *2017 shall be referred to the Finance Committee.*

22
23 *Jackson and Lienau noted that there is a local business owner who has expressed interest in operating*
24 *a beer tent on his property during Marina Fest, 2016. Clove and Duffy noted that a product offering*
25 *exclusivity clause has been in effect for many years on the Marina Fest grounds, and there already is a*
26 *non-profit organization which sells beer at Marina Fest, but they would not have any objections to*
27 *that business owner erecting a tent on his own property, especially since the area where he would like*
28 *to erect a tent is mentioned on his liquor license. The other Board members concurred.*

29
30 **Item No. 2. Discussion regarding creation of a Premier Economic Development District in**
31 **Sister Bay under the terms of Wisconsin Act 286; Consider a motion for action if**
32 **appropriate:**

33 As a result of the enactment of Wisconsin Act 286 a number of changes were made to the
34 alcohol license issuance regulations for municipalities throughout Wisconsin. One such
35 change precluded the counting of "outdoor" seating in order to qualify for a "300 Seat Class
36 B" Liquor License. In accord with the provisions of Act 286, if a "Premier Economic
37 Development District" is created in a community two additional "Class B" Liquor Licenses
38 may be issued, but in order to qualify for such a designation there must be \$20,000,000 in
39 new construction, and the district must encompass an area of less than 40 acres. The
40 following sites may qualify for inclusion in a "Premier Economic Development District", but
41 there are costs associated with the required research and plan generation: Stony Ridge, the
42 Old School property, the Braun Property, the Dahlstrom Property, the Gokey Property on
43 Mill Road, and the Casperson Property. The individual who has submitted an Offer to
44 Purchase for Lot 8 of the Braun Property has requested that the Village create a "Premier
45 Economic Development District". It would be possible to include the related expenses in the
46 additional Class B Liquor License fees.

47
48

1 *A motion was made by Bhirdo, seconded by Baker that the Village Board authorizes research and plan*
 2 *generation for creation of a Premier Economic Development District in Sister Bay, on the condition*
 3 *that the related costs shall be included in the additional Class B Liquor License fees. To that end an*
 4 *applicable budget amendment shall be made, but no more than \$15,000 shall be withdrawn from the*
 5 *Unassigned Fund Balance. Motion carried – All ayes.*

6
 7 **Item No. 3. Consider a motion to discuss and confirm President Lienau’s appointments:**

8 Lienau indicated that he didn’t wish to recommend any appointments at this time.
 9

10 **Item No. 4. Report on County activities from the County Supervisor, Dave Lienau:**

11 Lienau gave the following oral report:

- 12 • The County’s Administration Committee met today and decided that a referral will be
- 13 made to the Village regarding the possibility of implementing a Community Grant
- 14 Certification Program for provision of broadband services.
- 15 • By next month the annual pay and position review for all County employees should be
- 16 completed.

17
 18 **Item No. 5. Review of the financial statements and consideration of a motion to approve**
 19 **the monthly bills:**

20 Payment Approval Reports for the period July 9, 2016 through August 12, 2016 were
 21 included in the meeting packets, and the Board members jointly reviewed those documents.
 22

23 *A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the reports which*
 24 *were included in the meeting packets totaling \$241,000.02 are all approved. Motion carried – All ayes.*
 25

26 **Item No. 6. Report by the Village Administrator on Village activities and projects:**

27 Jackson reported on the following issues:

- 28 • The beach is getting a lot of use and staff is working to develop narrative signage for
- 29 the beach.
- 30 • Engineering work is complete on the Harbor View Project.
- 31 • Construction is actively underway on the Stony Ridge Expansion Project. There are
- 32 some minor outstanding punch list items which have to be addressed on the previous
- 33 phase of construction, and he is following up on those issues. Two Code Enforcement
- 34 Letters have been issued, and if corrective measures are not taken by August 31, 2016
- 35 follow-up actions will be taken.
- 36 • Construction is underway on the final building in the Niagara Ridge Project.
- 37 • State approved plans have been received for the wayfinding signage. To date two bids
- 38 have been received for that signage. The Finance and Parks Committees will need to
- 39 consider the bids. The project has evolved from when it was first discussed and
- 40 conceptualized, and if the totality of it is to come to fruition more resources than were
- 41 originally budgeted will be required.
- 42 • Things are progressing well on development of the Braun Property but there are a
- 43 number of complexities which have arisen with respect to density given the
- 44 topography of the property. The development is consuming a vast majority of his
- 45 time.
- 46 • While much of what Village employees do is never seen by the public, there is an
- 47 incredibly immense volume of work product, citizen interaction, service delivery and
- 48 analysis which takes place behind the scenes, and it would not surprise him to see

1 every site identified in the Village's Redevelopment Plan completed by the end of
2 2018.

3
4 **Committee Reports:**

5 **(1) Administrative Committee:**

6 The Administrative Committee has not met recently.

7
8 **(2) Communication and Technology Committee:**

9 The Communication and Technology Committee has not met recently.

10
11 **(3) Door County Coastal Byways Commission:**

12 No action based on the minutes which were included in the meeting packets. Enquist
13 distributed samples of the new Coastal Byway Coloring Books. To date those coloring
14 books have been very well received.

15
16 **(4) DCEDC:**

17 The DCEDC met, but copies of the applicable meeting minutes have not been received
18 yet.

19
20 **(5) Economic Development Committee:**

21 The Economic Development Committee has not met recently.

22
23 **(6) Finance Committee:**

24 The Finance Committee has not met recently.

25
26 **(7) Fire Board and Fire District Exploratory Committee:**

27 The Fire Board has not met recently.

28
29 The Fire District Exploratory Committee has not met recently.

30
31 **(8) Historical Society:**

32 The Historical Society met on August 4, 2016 and Susan Armour presented a
33 marketing proposal. Fund raising will be done for the Barn Construction Project.

34
35 **(9) Library Commission:**

36 No action based on the minutes which were included in the meeting packets. The
37 Library Commission met today but Enquist was not able to attend that meeting.

38
39 **(10) Marina Committee and Marina Fest Committee:**

40 The Marina Committee has not met recently.

41
42 The Marina Fest Committee met on August 10, 2016 and everything for this year is "on
43 track".

44
45 **(11) Parks:**

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

- 1 **(12) Personnel Committee:**
 2 The Personnel Committee has not met recently.
 3
- 4 **(13) Plan Commission:**
 5 No action based on the minutes which were included in the meeting packets.
 6
- 7 **(14) SBAA:**
 8 No action based on the minutes which were included in the meeting packets.
 9
- 10 **(15) Youth Center:**
 11 No action based on the minutes which were included in the meeting packets.
 12 Attendance is quite good at the Youth Center, but more chaperones are definitely
 13 needed. A Youth Center Meeting was conducted in August, but those minutes have
 14 not been completed yet. The Youth Center will be open every weekend through the
 15 Fall.
 16
- 17 **(17) Tourism Zone Commission:**
 18 No action based on the minutes which were included in the meeting packets.
 19
- 20 **(18) Utilities - WWTP and Water, Sewer, and Storm Sewer Committees:**
 21 The Utilities - WWTP and Water, Sewer and Storm Sewer Committees met on August
 22 9, 2016 but those minutes have not been completed yet.
 23
- 24 **(19) Administration/Compensation Oversight:**
 25 The Administration/Compensation Oversight Committee has not met recently.
 26
- 27 **(20) Waterfront Oversight**
 28 The Waterfront Oversight Committee has been dissolved.
 29
- 30 **Item No. 7. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
 31 **§19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral**
 32 **or written advice concerning strategy to be adopted by the body with respect to litigation**
 33 **in which it is or is likely to become involved, and Wis. Stats., §19.85(1)(e) to deliberate or**
 34 **negotiate the purchase of public properties, the investment of public funds, or conduct**
 35 **other specified public business, whenever competitive or bargaining reasons require a**
 36 **closed session:**
 37 *At 8:03 P.M. a motion was made by Lienau, seconded by Baker that the Village Board convene into*
 38 *executive session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the*
 39 *governmental body who is rendering oral or written advice concerning strategy to be adopted by the*
 40 *body with respect to litigation in which it is or is likely to become involved, and Wis. Stats.,*
 41 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public*
 42 *funds, or conduct other specified public business, whenever competitive or bargaining reasons require*
 43 *a closed session.*
 44
- 45 *A roll call vote was taken on that motion and the Board members voted in the following fashion:*
 46
 47

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

2
3 Motion carried.

4
5 **Item No. 8. Consider a motion to reconvene into open session:**

6 At 9:11 P.M. a motion was made by Lienau, seconded by Enquist that the Village Board reconvene
7 into open session.

8
9 Another roll call vote was taken on that motion and the Board members again voted in the following
10 fashion:

11
12 Baker – Aye; Bell – Aye; Bhirdo – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye; Lienau – Aye

13
14 Motion carried.

15
16 **Item No. 9. Consider a motion to take action, if required:**

17 A motion was made by Bhirdo, seconded by Bell that in accord with the Village Attorney's
18 recommendation employees hired prior to October 23, 1995 shall be compensated for sick leave liability
19 in the manner which was discussed in closed session. Motion carried – All ayes.

20
21
22 **10. Discussion regarding matters to be placed on a future agenda or referred to a
23 committee, official or employee:**

24 A tentative Committee and Board meeting schedule for creation of the 2017 Budget and 5
25 Year CIP was provided to the Trustees, and they jointly reviewed that document. A few
26 revisions were noted and Jackson took note of all of them. He will see that a follow-up e-mail
27 is sent to all the Trustees.

28
29 **Adjournment:**

30 A motion was made by Clove, seconded by Baker to adjourn the meeting of the Board of Trustees at
31 9:12 P.M. Motion carried – All ayes.

32
33 Respectfully submitted,

34 

35 Janal Suppanz,
36 Assistant Administrator

1 *Motion carried.*

2

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

4 *A motion was made by Bell, seconded by Baker that the Village Board accepts the Offer to Purchase for*
5 *Lots 4 and 5 of the Sister Bay Market Place Planned Unit Development Plat submitted by Jill E.*
6 *Hanley and Emily Hanley which is dated September 1, 2016. Motion carried – All ayes.*

7

8 *A motion was made by Clove, seconded by Duffy that the Village Board accepts the Counter-Offer to*
9 *Purchase which was submitted by Chris Schmeltz of Jaco Management for Lots 7 and 8 of the Sister*
10 *Bay Market Place Planned Unit Development Plat, on the condition that the Counter-Offer shall be*
11 *referred to the Village Attorney for review, amendment and subsequent approval. Motion carried –*
12 *All ayes.*

13

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

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

18

19 **Adjournment:**

20 *A motion was made by Clove, seconded by Enquist to adjourn the special meeting of the Board of*
21 *Trustees at 5:50 P.M. Motion carried – All ayes.*

22

23 Respectfully submitted,



24

25 Janal Suppanz,

26 Assistant Administrator

To: Zeke Jackson,
Village Administrator
Sister Bay, Wisconsin
5-24-2016

Fuel at the Sister Bay Marina

History:

I am hearing a rumor, confirmed by Zeke that a fuel depot is again being considered at the Sister Bay Marina. This idea was floated years ago when the marina was just being developed and it was decided that the risk of a spill in this vulnerable area was not worth the limited convenience of the fuel being available on site.

The proximity of Bierdo's gas station across the road was adequate for those fueling smaller boats that were on trailers. For larger boats the Yacht Works provided both gasoline, and diesel fuel which most large boats use. The dock in Fish Creek and the Yacht Club in Ephraim also served as an on water fuel source.

Mechanical:

With today's technology most outboards are better served by using non-ethanol gasoline, which is always available at Ken's Citgo or other gas stations in and around Sister Bay. Tests have consistently shown that these small two stroke engines run better and last longer when fed the non-ethanol fuel. An article in the April 2016 issue of Popular Mechanics explains the problem. "One of the problems with non-ethanol fuel is that it has a tendency to collect moisture when in a damp environment such as marine use. Ethanol actually pulls moisture out of the air and can create a layer of condensation in the fuel storage tank or in the fuel tank of the machine. This water obviously does not contain any of the lubricating oil in a two stroke fuel mix. The lack of lubrication alone can damage the engine. Even worse, the water can flash into steam when it enters a hot engine, wrecking it in the process."

This means that in order to service boats at the marina you would probably need two sources of fuel, one for non-ethanol gasoline, and one for marine grade diesel fuel. It would also be necessary to employ extra help to pump this fuel. Both of these considerations will work to the detriment of the current local gas stations that employ residents year round in our community.

Environmental:

The other and larger problem is the question of the environmental and physical damage that can occur if, or when, a spill occurs as a result of a poor filling process, broken hose, or leaking fuel tank, or vandalism. If this occurs the fuel will spread on the water and pollute the marina area causing a stain on the boats that will be hard to remove without taking all the boats out of the water and scrubbing the hull. The cleanup costs will be a nightmare.

The very location of the Sister Bay marina adjacent to the newly developed waterfront beach and scenic area means that any spill will spread to the beach area making it unfit for swimming or water sports. This would have a definite impact on the Sister Bay Waterfront as a destination for travelers and residents. The fuel depots at Yacht Works, Ephraim, and Fish Creek are all a

substantial distance from swimming beaches and while the cleanup and contamination will be substantial, they will have little effect on any popular swimming beach.

Economic:

By providing another source of fuel in an area where fuel options are available will only dilute the number of people using our current sources. This will have an economic impact on those businesses we depend on for every day fuel needs. These are merchants who live in our community year around, pay property and sales taxes, and serve on our committees, boards and civic groups which make our community thrive. Is it right to deny them part of their income in order to provide fuel at the marina?

I feel that the environmental risks of a spill and possible beach destruction as well as the economic impact to current businesses outweigh the small amount of money to be gained from providing this area as a fuel source. The boats that are permanently moored at the marina are not cheap and perhaps a small raise in dock fees is warranted.

Thank you for your consideration and willingness to protect our water resource.

/s/ Kurt (Kip) Pagel

Kurt Pagel
1086 Melody Drive
Green Bay, WI 54303

And
2363 Parkview Dr.
Sister Bay

P.S. Zeke- Would you please see that a copy of this gets to each board member. Thank you.

From: [Tom Altstiel](#)
To: [Zeke Jackson](#)
Subject: Re: Excessive noise at Waterfront Park
Date: Tuesday, September 06, 2016 3:53:07 PM

Mr. Jackson

Thanks for the reply.

Now that the concert season is over there is plenty of time to correct the sound issues and bridge the gap between residents and the Village. I'm sure I'm not the first person to suggest reducing the overall volume to fit the actual number of people attending a concert; remixing the sound so the bass doesn't pound the neighbors; positioning speakers at the side and back of the park so they are not aimed at the Yacht Club or cottages across from the park; setting reasonable noise statutes in parks and enforcing them; reducing weekend concerts and ending them earlier.

Personally, I liked the music. Replica is a great band and the country bands were not too bad. However, when the noise level prohibits having a conversation outdoors and rattles the pictures on the wall, it robs our enjoyment of our property and even good music becomes a public nuisance. People have told us they are selling their condos and frequent renters vow never return to YCSB. We should not be driven from our home for several hours every time there's a concert.

I'm sure that if the village makes some reasonable changes, the neighbors will be much more accepting and everyone will enjoy next season.

Thanks for your consideration,

Tom Altstiel

On Tue, Sep 6, 2016 at 3:05 PM, Zeke Jackson <Zeke.Jackson@sisterbaywi.gov> wrote:

Tom,

We want everyone to enjoy themselves while here. Thank you for the call, and the Board will be taking this up at a future meeting.

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.

From: Tom Altstiel [mailto:tom.altstiel@gmail.com]
Sent: Sunday, September 04, 2016 1:51 PM
To: Zeke Jackson
Subject: Excessive noise at Waterfront Park

Mr. Jackson

I sent the message below last night shortly after calling you. It did not go through so here it is again.

Mr Jackson.

At about 5 pm today I called the Door County sheriff department to complain about the excessive noise from the band Replica playing at Waterfront Park. The dispatcher said the village voted to have no noise limits during Marina Fest and that I should contact the village. I called you after I called the sheriff and asked that you turn down the volume which was so loud we could not even have a conversation on our balcony or boat in the marina. You said you would try to reduce the volume which is far more than required to entertain the small crowd at the park. I respectfully ask that you limit the volume tonight and future concerts this weekend.

Please read this email for the public record at the next village board meeting.

Thanks for your consideration.

Tom Altstiel

I should add that after I called and after the first break, the noise was not as bad. The bass seemed to be turned down and while it was louder than necessary, it was not as annoying as before. If you had any role in reducing the noise, thank you. I feel that the problem can be solved with reasonable volume levels, proper sound mix, and redirected amps so that people can enjoy the music and neighbors can enjoy living here.

Thanks again for your consideration.

Tom Altstiel

From: [Eric Lundquist](#)
To: [Zeke Jackson](#); [Dave Lienau](#)
Subject: Re: Eric Lundquist
Date: Monday, August 29, 2016 4:51:11 PM

Hi Zeke,

It would be disappointing if we couldn't even have the conversation. Ultimately the Marina Committee is advisory to the Village Board. That's why I've copied Dave on our conversation. I hate to see progress get ignored at committee level and never make it to the board.

Eric Lundquist
920-333-0217

Sent from my iPhone

> On Aug 29, 2016, at 4:19 PM, Zeke Jackson <Zeke.Jackson@sisterbaywi.gov> wrote:

>

> Eric,

>

> The meeting will be on Sept. 7. I will have an agenda item to discuss RFP of Commercial Vendors. I do not know how they will handle the item, or if the chairman will approve of the item on the agenda.

>

> 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: Eric Lundquist [<mailto:elundquist2010@gmail.com>]

> Sent: Tuesday, August 23, 2016 12:24 PM

> To: Zeke Jackson

> Subject: Re: Eric Lundquist

>

> Hi Zeke,

>

> Got it.

>

> Can you confirm that I am on the September 7th marina meeting agenda to discuss potential commercial tour boat moving forward? I just don't want to get there and not be able to discuss this because it's not on the agenda. Thanks

>

> Eric

>

> Sent from my iPhone

>

>> On Aug 16, 2016, at 12:54 PM, Zeke Jackson <Zeke.Jackson@sisterbaywi.gov> wrote:

>>

>> Eric,

>>

>> I've talked to a couple of them. We'll have the general discussion of an RFP on the September meeting. They may elect to do one, or they may not.

>>

>> 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: Eric Lundquist [<mailto:elundquist2010@gmail.com>]

>> Sent: Monday, August 15, 2016 10:45 PM

>> To: Zeke Jackson

>> Subject: Re: Eric Lundquist

>>

>> Hi Zeke,

>>

>> Since there is not an August Marina Committee meeting, is there a way to have a discussion with the powers that be before the next marina meeting mid-September? To at least find out if there is interest in a larger tour boat in SB. At which point, I could follow with a written proposal to digest before next month's meeting? Let me know your thoughts.

>>

>> Eric Lundquist

>> 920-333-0217

>>

>> Sent from my iPhone

>>

>>> On Aug 10, 2016, at 10:15 PM, Eric Lundquist <elundquist2010@gmail.com> wrote:

>>>

>>> Hi Zeke,

>>>>

>>>> Our commercial contracts are up at the end of this season. I would like to discuss the future of the powered tour boat spot in Sister Bay. Over the years I've watched Shoreline Charters change operators from Jim to Jeff. I've watched the business run unprofessionally and inefficient with a sub-par boat bringing a below average product to the consumer for years.

>>>>

>>>> We, at Fish Creek Scenic Boat Tours will take out over 13,000 guests on the Quo Vadis in Fish Creek this season. We continuously sell out the 60 passenger boat. Things are going very well. We are the most popular tour boat in Door County behind the Washington Island ferry's. We offer 24/7 online booking, a courteous and professional staff, onsite management, a comfortable boat, adequate size to accommodate buses and weddings, a stable boat in seas, live music, refreshments onboard etc..

>>>>

>>>> I believe if given the opportunity I can bring a much bigger, nicer boat, a more professional business and presentation to the tour customer of Sister Bay. I pay \$14,000 rent in FC and am happy to do so. I believe in 2 seasons I could get tour numbers in excess of 10,000 in Sister Bay. If the powered tour boat is going to continue running the way it does in Sister Bay I hope the Village will consider a new operator for the new contract. I believe that I bring much more to the table. Ultimately giving Sister Bay a better product, attracting more visitors and offering a superior experience on the water.

>>>>

>>>> Thank you for your consideration.

>>>>

>>>> Eric Lundquist

>>>> 920-333-0217

From: [Debbie Sommer](#)
To: [Zeke Jackson](#)
Cc: [Dave Lienau](#); [Debbie Sommer](#); [Wally Sommer](#)
Subject: Fwd: Amphitheater
Date: Monday, September 12, 2016 5:31:36 PM

Hi Zeke,

We would like this letter read at your next meeting to be sure it is recorded as a letter of correspondence from a Sister Bay condo owner to Village officials as a matter of public record.

Thank you,

Walter and Debra Sommer
10674 Sister Bluff Drive
Unit 8A
Sister Bay, WI 54234

Begin forwarded message:

From: Debbie Sommer <deb@sommersautomotive.com>
Subject: Amphitheater
Date: September 4, 2016 4:25:08 PM CDT
To: Zeke Jackson <zeke.jackson@sisterbaywi.gov>
Cc: "dave.lienau@sisterbaywi.gov" <dave.lienau@sisterbaywi.gov>, Debbie Sommer <deb@sommersautomotive.com>

Hi Zeke,

I'm sure we are one of MANY complaints that will be coming to you after this Labor Day weekend is over, but just wanted to let you know how upsetting this weekend has been. There has been NO sitting on our deck, no dinners on the deck, or being able to visit or converse with guests due to the LOUD concerts that Sister Bay has been responsible for during the afternoon and evening hours BOTH Saturday and Sunday.

Yesterday, we recorded a decibel reading of 88 just about stage side with the warm up band, and when we reached our deck up here in Sister Bluff Estates, the decibel reading was 80. Inside our home it was recorded at 74. Last night, it was much worse when the main stage band played. Decibel readings went as high as 95 on our deck and inside with all the windows closed we were at 84 for the entire concert. Essentially, we have had almost 8 hours of blasting music, and my guess is, tonight will be more of the same. I know you will say that our phone decibel readings may not be as accurate as your machine, but the fact remains, THERE IS VERY LITTLE DIFFERENCE IN BEING STAGE SIDE OR UP ON THE BLUFF WITH THESE NOISE LEVELS. THE SOUND CARRIES THAT MUCH!

We would have guessed that the Village of Sister Bay would have been much

more sensitive to this issue with trying to appease the complaints and the pending lawsuit, but after this weekend, I guess it appears they just don't care about mediating the problem by allowing these bands to perform at these sound levels. The cutoff time was not even adhered to. They were still pounding away at 10:15 pm. last night.

We find it hard to believe the Village can set sound and time limits for music played by the businesses that are literally, just yards away from this Amphitheater, but cannot adhere to their own rules when it comes to this structure pointed at the two most densely populated living areas of Sister Bay.

This venue has no place in a city setting. Even the city of Milwaukee had to learn their lesson when they faced the main stage of the Summer Fest grounds towards the city, only to have to reconstruct it down the road to face away from the public areas of downtown and face it out towards the water. If the Village wants to be in the music business, this structure should have been constructed out in the fields of Sister Bay, not downtown. When this structure was being built, I don't think ANYONE could have imagined the type of bands and the massive sound systems that the Village had in mind to perform here.

Sincerely,

Wally and Debbie Sommer

From: [Tom Altstiel](#)
To: [Zeke Jackson](#)
Subject: Excessive noise at Waterfront Park
Date: Sunday, September 04, 2016 1:50:36 PM

Mr. Jackson

I sent the message below last night shortly after calling you. It did not go through so here it is again.

Mr Jackson.

At about 5 pm today I called the Door County sheriff department to complain about the excessive noise from the band Replica playing at Waterfront Park. The dispatcher said the village voted to have no noise limits during Marina Fest and that I should contact the village. I called you after I called the sheriff and asked that you turn down the volume which was so loud we could not even have a conversation on our balcony or boat in the marina. You said you would try to reduce the volume which is far more than required to entertain the small crowd at the park. I respectfully ask that you limit the volume tonight and future concerts this weekend.

Please read this email for the public record at the next village board meeting.

Thanks for your consideration.

Tom Altstiel

I should add that after I called and after the first break, the noise was not as bad. The bass seemed to be turned down and while it was louder than necessary, it was not as annoying as before. If you had any role in reducing the noise, thank you. I feel that the problem can be solved with reasonable volume levels, proper sound mix, and redirected amps so that people can enjoy the music and neighbors can enjoy living here.

Thanks again for your consideration.

Tom Altstiel

From: [Debbie Sommer](#)
To: [Zeke Jackson](#)
Cc: [Dave Lienau](#); [Debbie Sommer](#)
Subject: Amphitheater
Date: Sunday, September 04, 2016 4:25:14 PM

Hi Zeke,

I'm sure we are one of MANY complaints that will be coming to you after this Labor Day weekend is over, but just wanted to let you know how upsetting this weekend has been. There has been NO sitting on our deck, no dinners on the deck, or being able to visit or converse with guests due to the LOUD concerts that Sister Bay has been responsible for during the afternoon and evening hours BOTH Saturday and Sunday.

Yesterday, we recorded a decibel reading of 88 just about stage side with the warm up band, and when we reached our deck up here in Sister Bluff Estates, the decibel reading was 80. Inside our home it was recorded at 74. Last night, it was much worse when the main stage band played. Decibel readings went as high as 95 on our deck and inside with all the windows closed we were at 84 for the entire concert. Essentially, we have had almost 8 hours of blasting music, and my guess is, tonight will be more of the same. I know you will say that our phone decibel readings may not be as accurate as your machine, but the fact remains, **THERE IS VERY LITTLE DIFFERENCE IN BEING STAGE SIDE OR UP ON THE BLUFF WITH THESE NOISE LEVELS. THE SOUND CARRIES THAT MUCH!**

We would have guessed that the Village of Sister Bay would have been much more sensitive to this issue with trying to appease the complaints and the pending lawsuit, but after this weekend, I guess it appears they just don't care about mediating the problem by allowing these bands to perform at these sound levels. The cutoff time was not even adhered to. They were still pounding away at 10:15 pm. last night.

We find it hard to believe the Village can set sound and time limits for music played by the businesses that are literally, just yards away from this Amphitheater, but cannot adhere to their own rules when it comes to this structure pointed at the two most densely populated living areas of Sister Bay.

This venue has no place in a city setting. Even the city of Milwaukee had to learn their lesson when they faced the main stage of the Summer Fest grounds towards the city, only to have to reconstruct it down the road to face away from the public areas of downtown and face it out towards the water. If the Village wants to be in the music business, this structure should have been constructed out in the fields of Sister Bay, not downtown. When this structure was being built, I don't think ANYONE could have imagined the type of bands and the massive sound systems that the Village had in mind to perform here.

Sincerely,

Wally and Debbie Sommer

To: Village of Sister Bay
From: Vilius & Alma Vaicekauskas
Sister Bay Inn LLC
North Spring Rentals LLC

As the new owners of Sister Bay Inn we are very happy to see all the changes that were made in the past several years in town.

Our customers love the new beach and absolutely enjoyed the music at the park. Wednesday concerts seems to become very well-known to people nearby like Green Bay and Milwaukee. We had several rooms rented this past season to people that came just because of the Concerts in the park to stay overnight. Several responses from our customers were that 'how clean the park looks like and how nice the beach is kept'.

It seems like for some people it became as a tradition to come and see the concert at the park and we hope that it will continue entertaining everyone in the future.

Sincerely,

Alma
Vilius



September 14, 2016

Zeke Jackson
Village Administrator
2383 Maple Drive
P.O. Box 769
Sister Bay, WI 54234

Dear Zeke,

At our most recent board meeting on September 8th 2016, the Sister Bay Advancement Association board discussed the merits of participating in the vendor selection for Waterfront Park. While we appreciate being included in such an important decision, the board felt that the process would most likely put us at odds with at least some of our membership. To that end, we respectfully decline participation in this process.

Regards,


Ron Kane
Vice President
Sister Bay Advancement Association



Village of Sister Bay BOARD REPORT

Meeting Date 09/20/2016

Item No.: 1

Recommendation:

That the Village Board accepts the recommendation of the Village Plan Commission and adopts ordinance 244-092016, Amending Chapter 66.0700 of the Sister Bay Zoning Code; Signs.

Background:

It is exceptionally rare that local ordinances make it to the US Supreme Court for trial. In the case of Reed v. Gilbert, the issue of free speech regulation by local government was considered. The Supreme Court has often said that the government generally may not impose content-based speech restrictions. Content-neutral restrictions, such as evenhanded restrictions on sound amplification, on blocking traffic, and the like are often constitutional; and that extends to content-neutral restrictions aimed at promoting orderly development, such as limits on the size and quantity of signs.

But when the government restricts speech based on its content, such restrictions are generally unconstitutional. (I'm speaking here of restrictions that the government imposes in its capacity as regulator, and not as employer, educator, or speaker; and I'm setting aside the historically recognized content-based exceptions, such as for libel, obscenity, threats, and the like.) They can only be upheld if they are "narrowly tailored" to a "compelling government interest" — the famous "strict scrutiny" test, which is quite hard to satisfy. This is true not just for viewpoint-based laws (e.g., "no antiwar speech" or "no racist speech") but also for viewpoint-neutral but not content-based ones (e.g., "no advocacy by corporations or unions related to any political candidate").

In effect, our ordinance is no longer Constitutional, as it treats speech by different individuals in different ways. We have attempted to amend the ordinance as to bring it in line with the findings of the case, and to eliminate the "content" as a factor that is regulated. A major departure is that the Plan Commission will no longer be able to review the content of the sign before it is approved, merely the location, size and duration. That draft is before you this evening.

Fiscal Impact: None.

Respectfully submitted,

Zeke Jackson
Village Administrator



Plan Commission Public Notice

The Sister Bay Plan Commission will hold a public hearing at the Sister Bay Fire Station, 2258 Mill Rd, Door County, Wisconsin on **Tuesday, August 23, 2016 at 5:30 P.M.** or shortly thereafter, for the purpose of considering a text amendment to the Sister Bay Zoning Code, amending section 700 of Chapter 66 of the Village's Code of Ordinances; the Zoning Code's Section on Signs.

The purpose of this public hearing is to obtain comments and input from the public on the proposed text amendments.

A copy of the proposed amendments and the current Zoning Code are available for inspection. The Zoning Code and Zoning Map for the Village are also on file at the Zoning Administrator's office and may be viewed at 2383 Maple Drive weekdays between 10:00 a.m. and 4:00p.m.

Written testimony, including email, will be accepted at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI 54234, (FAX 920-854-9637) until 3:00 P.M. on the day of the meeting. Letters will be available for public inspection during normal business hours, until the close of business on the day of the hearing. Letters will be entered into the record; and a summary of all letters will be presented at the meeting, but individual letters may not be read. Anonymous correspondence will not be accepted.

All application materials for Regular Zoning Permits, Conditional Use Permits and zoning amendment petitions may be viewed at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI from 10:00am. -4:00p.m.

By order of the Plan Commission of the Village of Sister Bay.

Zeke Jackson
Zoning Administrator
zeke.jackson@sisterbaywi.gov

ORDINANCE NO. 244-092016

AN ORDINANCE AMENDING AND RECREATING SECTION 66.0700 OF THE VILLAGE OF SISTER BAY ZONING CODE; SIGNS

WHEREAS, THE VILLAGE OF SISTER BAY SEEKS TO COMPLY WITH THE JUDGEMENT OF THE SUPREME COURT OF THE UNITED STATES IN THE CASE *REED V. TOWN OF GILBERT*; AND

WHEREAS, THE VILLAGE SEEKS TO PROTECT THE CITIZENS' CONSTITUTIONALLY GUARANTEED FREEDOM OF SPEECH AS PROVIDED UNDER THE FIRST AMENDMENT; AND

WHEREAS, FOLLOWING A DULY NOTICED PUBLIC HEARING, THE PLAN COMMISSION RECOMMENDED AN AMENDMENT TO SECTIONS 66.0700) AND;

NOW, THEREFORE, LET IT BE ORDAINED THAT: SECTIONS 66.0700 OF THE SISTER BAY CODE OF ORDINANCES IS HEREBY AMENDED AND RECREATED AS ATTACHED.

Section 1 – Other Conflicts

All other Ordinances in conflict herewith are hereby repealed.

Section 2 – Effective Date

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

Section 3 – Severability

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

Village of Sister Bay

By: _____
David W. Lienau, President

Attest:

Christine M. Sully, Clerk WCPC, MMC

Date Introduced: September 20, 2016

Date Adopted: _____

Publication Date: _____

SECTION 700 - SIGNS

1 Note: This entire section was revised by Ordinance 185-041211.

3 **Sec. 66.0700 Purpose and Intent**

4 (a) The purpose of this Sign Section is to provide the legal framework and minimum standards to safeguard life, property, public welfare by regulating and controlling the number, size, quality of materials, construction, location, illumination, installation and maintenance of all signs as compatible with zoning regulations.

12 (b) This chapter recognizes the need for well-maintained and attractive sign displays within the Village and the need for adequate business identification, advertising and communication. Because of the unique qualities of the Village of Sister Bay, which need to be protected and enhanced, a high degree of control over the construction materials of signs is deemed to be an important public purpose.

22 (c) This chapter authorizes the use of signs on public and private property, provided the signs are:

- 25 (1) Compatible with the Zoning District regulations.
- 27 (2) Compatible with the approved Architectural Design Manual and other approved guides and manuals.
- 30 (3) Designed, constructed, installed and maintained in such a manner that they do not endanger public safety or traffic safety.
- 34 (4) Legible, readable, visible and well designed for the circumstances in which they are used.
- 37 (5) Not covering any major architectural detail.

39 **Sec. 66.0701 Design Guidelines**

40 (a) The Village recognizes the decision of the United States Supreme Court, as outlined in Reed v. Gilbert. As such, section 66.0701 is intended to act as a set of suggestions to sign producers and property owners on what types of signs the Village would prefer to see in order to preserve the small town charm of the community.

48 (b) Signs are one of the most prominent visual elements of a street. Well-designed signs add interest and variety to building facades and help to attract customers. In general, the sign is the best representation of the

53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108

- (c) Before starting to design a sign, take a careful look at the building. Is there an obvious space on the building where the sign would look appropriate without covering architectural details? Some of the Village's older buildings were designed with a horizontal "sign space" stretching across the top of the storefront which should be used. If this "sign space" does not exist perhaps, there is adequate wall area for a wall sign with appropriate space for a projecting sign.
- (d) Take a look at neighboring buildings. Is there a predominant type of sign or a size precedent? In designing a sign, it is important to have an understanding not only of the building but also of the compatibility within the neighborhood. The basis for decisions on sign type, size and location should come from architectural concerns. The specific definitions and regulations governing the various types of signs in this section should be studied before actual design begins.
- (e) To achieve the objective of these guidelines for sign details include the following:
 - (1) **Simplicity.**
An effectively designed sign with bold, easily recognized symbols and clear crisp lettering will identify a business or activity efficiently and attractively, enhance the area in which it is located and complement the general appearance of the street and Village.
 - (2) **Color.**
Restraint should be exercised when selecting colors. On most signs, no more than three colors should be used: one for background, a contrasting color for lettering, and a third for perhaps emphasis (such as for borders, motifs, or shading of letters to give it a three-dimensional look). Colors should be chosen which complement each other as well as the general tone of the building.
 - (3) **Messages.**
Messages should be simple for rapid comprehension by the public. Pictures, symbols, and logos can add

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0710 BUSINESS DISTRICT SIGNAGE WITH PERMIT

SEC. 66.0710 BUSINESS DISTRICT SIGNAGE WITH PERMIT

- 1 individuality and character to signs,
 2 in addition to making them easier to
 3 read.
 4 (4) Materials.
 5 Sign materials shall be compatible
 6 with the surrounding area. Sign ma-
 7 terials shall be consistent with or at
 8 least complement the original con-
 9 struction materials and architectural
 10 style of the building façade on
 11 which they are to be displayed.
 12 (5) Lettering.
 13 Lettering styles should complement
 14 the style and period of the building
 15 on which they appear. Traditional
 16 block and curvilinear styles, which
 17 are easy to read, are preferred.
 18 Generally, different type styles
 19 should not be used on the same sign
 20 to avoid a cluttered appearance.

21 **Sec. 66.0710 Business District Signage with**
 22 **Permit**

- 23 (a) In General.
 24 Signs are permitted in all business districts
 25 subject to the requirements in this Chapter.
 26 (b) Determination of allowable signage.
 27 The area of each building's signage shall
 28 be the lineal feet of the front of the build-
 29 ing multiplied by the story factor below. A
 30 basement shall not count as a story. See
 31 Section 66.0753(g) on the manner to de-
 32 termine the linear front footage. No single
 33 projecting or ground sign may exceed 24
 34 square feet in area per side.

35
 36 The following table shall be used to calcu-
 37 late the area of allowable signage. Measure
 38 the width of the building and use the prop-
 39 er multiplier for the building width range to
 40 determine the allowable square feet of
 41 signage permitted.
 42

Building Width Range in Feet	Multiplier		
	One Story	Two Story	Three Story
0	0.750	0.830	0.900
5	0.750	0.830	0.900
10	0.750	0.830	0.900
15	0.750	0.830	0.900
Building	Multiplier		

Width Range in Feet	One Story	Two Story	Three Story
20	.750	.830	.900
25	.750	.830	.900
30	.750	.830	.900
35	0.721	0.798	0.865
40	0.711	0.787	0.853
45	0.701	0.776	0.842
50	0.692	0.765	0.830
55	0.682	0.754	0.818
60	0.672	0.743	0.807
65	0.663	0.733	0.795
70	0.653	0.722	0.783
75	0.643	0.711	0.772
80	0.633	0.700	0.760
85	0.624	0.689	0.748
90	0.614	0.678	0.737
95	0.604	0.668	0.725
100	0.594	0.657	0.713
105	0.585	0.646	0.702
110	0.575	0.635	0.690
115	0.565	0.624	0.678
120	0.556	0.613	0.667
125	0.546	0.602	0.655
130	0.536	0.592	0.643
135	0.526	0.581	0.632
140	0.517	0.570	0.620
145	0.507	0.559	0.608
150	0.497	0.548	0.597
155	0.488	0.537	0.585
160	0.478	0.527	0.573
165	0.468	0.516	0.562
170	0.458	0.505	0.550
175	0.449	0.494	0.538
180	0.439	0.483	0.527
185	0.429	0.472	0.515
190	0.419	0.462	0.503
195	0.410	0.451	0.492
200	0.400	0.440	0.480
Over 200	0.390	0.429	0.468

- 43
 44 (c) Window Signs.
 45 All businesses are allowed window signs,
 46 which may be placed only on the inside of
 47 buildings and shall not exceed 25 percent
 48 of the glass area of the windows fronting

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0711 COMMERCIAL CENTER SIGNAGE WITH PERMIT

SEC. 66.0711 COMMERCIAL CENTER SIGNAGE WITH PERMIT

1 on a public street.. Window signs as speci- 55
 2 fied above shall not require a permit. 56
 3 (d) Awning Signage. 57
 4 All businesses are allowed signage on awn- 58
 5 ings subject to permit. Awning signage 59
 6 may include logos, business names, sym- 60
 7 bols and wording placed only on the flap. 61
 8 Awning/canopy covering pedestrian or ve- 62
 9 hicle access areas signs shall provide no 63
 10 less than eight feet vertical clearance be- 64
 11 tween the bottom of the sign and the 65
 12 ground, (finished surface), directly beneath 66
 13 the awning/canopy. Signage on awnings 67
 14 shall not count towards total signage. 68
 15 (e) Signage at the Entrance of Tenant Spaces. 69
 16 One sign placed at the entrance of the 70
 17 space for each separate tenant space in 71
 18 multi-tenant buildings may be placed on 72
 19 the building and each directory sign shall 73
 20 not exceed two square feet per side. In lieu 74
 21 of one entrance directory sign for each 75
 22 separate tenant space, a single wall sign 76
 23 may be permitted. The area of the wall sign 77
 24 shall be no larger than the cumulative 78
 25 amount of the permitted separate entrance 79
 26 directory signs. The in lieu of sign shall be 80
 27 in addition to the sign areas allowed in (b) 81
 28 above and shall conform to all of the re- 82
 29 quirements of this section. 83
 30 (f) Certain Sandwich Board Signs. 84
 31 See Section 66.0713. 85
 32 (g) Permitted Types of Signs. 86
 33 A business may divide the total permitted 87
 34 signage into any combination of the four 88
 35 types listed below, not to exceed the total 89
 36 permitted area limits set forth in (b) above. 90
 37 (1) Wall signs placed flat against the 91
 38 exterior walls of a building shall not 92
 39 extend above the roofline. Wall 93
 40 signs shall not extend beyond the 94
 41 ends of the wall to which they are 95
 42 attached. 96
 43 (2) Projecting signs fastened to, sus- 97
 44 pended from or supported by struc- 98
 45 tures, shall not extend more than six 99
 46 feet into the required yard area, 100
 47 shall not extend into any public 101
 48 right-of-way, shall not extend over 102
 49 any driveway and, shall be at least 103
 50 ten feet from all side lot lines. The 104
 51 projecting sign shall not be located 105
 52 at a point higher than 75% of the 106
 53 wall measured from the top of the 107
 54 foundation where it is located.

(3) Ground signs shall not exceed eight 55
 feet in height. Ground signs shall be 56
 located at least ten feet from any 57
 street right-of-way and at least ten 58
 feet away from any side or rear lot 59
 line except as specified in (a) below. 60
 Ground signs shall comply with the 61
 traffic visibility requirements set 62
 forth in section 66.0401 [See page 63
 81]. All ground signs shall include 64
 landscaping at the base of the sign. 65
 a. In the B-3 Downtown Busi- 66
 ness District ground signs 67
 may be located no closer 68
 than ten feet from the face of 69
 the curb, if the existing build- 70
 ing and/or terrain is not suit- 71
 able for the setback as speci- 72
 fied above. 73
 b. All parcels shall be limited to 74
 one ground sign, regardless 75
 of the number of businesses, 76
 buildings on the site or the 77
 number of street frontages 78
 abutting the property. 79
 (4) Vending machines. 80
 Only vending machines without in- 81
 ternal illumination are permitted in 82
 all business districts. 83

Sec. 66.0711 Commercial Center Signage with Permit

A commercial center is defined as a multi-tenant, multi-building commercial and retail development under common ownership or management and located in the B-1 zoning district. The shopping center may be permitted the following signage in addition to the approved building signage as specified in Section 66.0710.

- (a) Signs used for Commercial Centers shall be allowed as follows:
 - (1) Two (2) **marque ground signs** may be provided. Two (2) **marque ground signs** may be permitted along the **State Highway** abutting a commercial center.
 - (2) The **marque signs** shall not exceed **72 square feet per side** in total area and not exceed **12 feet** in height. The location shall be approved by the **Plan Commission** prior to the issuance of a **sign permit**.
- (b) Business or Tenant Signage.

SEC. 66.0712 OFF-PREMISE SIGNAGE WITH PERMIT

SEC. 66.0713 SANDWICH BOARD SIGNAGE WITH PERMIT

1 Signage specified in Section 66.0710(g)(1)
 2 and (2) may be provided for each individu-
 3 al tenant business in a commercial center.
 4 In a multi-tenant building, each business
 5 shall be permitted signage up to twelve
 6 (12) square feet per side. In a single tenant
 7 building the business shall be permitted
 8 signage up to sixteen (16) square feet per
 9 side on the interior of the shopping center

10 (c) Additional On Premise Signage
 11 One additional ground sign on the com-
 12 mercial center property may be permitted
 13 subject to the following restrictions:

- 14 (1) The maximum size of the sign shall
- 15 not exceed 36 square feet per side.
- 16 (2) The location shall be approved by
- 17 the Plan Commission prior to the is-
 18 suance of a Sign Permit. (Amended
 19 Ordinance 193-050312)

20 **Sec. 66.0712 Off-Premise Signage with Permit**

21 This section shall only apply to businesses not lo-
 22 cated on a State highway. Off-premise directional
 23 signs shall only be allowed for businesses located
 24 within the Village limits. All off-premise signs
 25 shall require a sign permit and shall be restricted
 26 to the following uses:

27 (a) Off-premise wayfinding signs on Highway
 28 42 or 57.

29 (1) **Traffic control devices on private**
 30 **or public property must be erected**
 31 **and maintained to comply with the**
 32 **Manual on Uniform Traffic Con-**
 33 **trol Devices adopted in this state**
 34 **and if not adopted by this state**
 35 **with the Manual on Uniform Traf-**
 36 **fic Control Devices adopted by the**
 37 **Federal Highway Administration.**

38 (2) Off-premise signs on either state
 39 highway require a permit.

40 (3) The basis of approval shall be as fol-
 41 lows:

- 42 a. Plan Commission shall ap-
 43 prove of sign locations.
- 44 b. There shall be only one sign
 45 on the highway for each enti-
 46 ty requesting such signage

47 (4) Off-premise sign standards:
 48 a. All such signs shall be at-
 49 tached to the Village-owned
 50 common posting standard.

51 (b) Off-premise signs not located on a state
 52 highway.

53
54
55
56
57
58
59
60
61
62

(1) Off-premise signs on Village streets
 require a permit.

(2) The basis of approval shall be as fol-
 lows:

- a. Plan Commission shall ap-
 prove of the location of the
 sign
- b. There shall be only one sign
 for each such requesting en-
 tity on Village streets.

(3) Off-premise sign standards:

- a. All such signs shall be at-
 tached to the Village-owned
 common posting standard
 The Village shall establish
 the color and font for the di-
 rectional sign.

(c) Other Off-premise signs.

The purpose of this section is to allow enti-
 ties to place signs off their property subject
 to the following conditions:

(1) The applicant is not able to obtain a
 sign permit under subsection (a) or
 (b) above.

(2) The sign shall comply with WisDOT
 Trans 201 Scenic Byways regula-
 tions.

(3) The applicant shall provide written
 documentation from the landowner
 demonstrating permission for the
 location of the off-premise sign.

(4) The overall size, height, material,
 and setback must have the approval
 of the Plan Commission; Plan

(5) A conditional use permit shall be
 required for signs over 12 square
 feet in size. Signs smaller than 12
 square feet shall only require ap-
 proval of the Plan Commission.

(6) The exact location of the sign shall
 be approved by the Plan Commis-
 sion.

95 **Sec. 66.0713 Sandwich Board Signage with**
 96 **Permit**

97 Sandwich board signs are permitted subject to the
 98 following conditions:

99 (a) Entities may use sandwich board signs on
 100 their property in front of their properties in
 101 the B-1, B-2, B-3, I-1 and P-1 districts as
 102 permitted provided that the sandwich
 103 board signs will not be located on any
 104 sidewalk or bikeway if one is present or in
 105 any public right-of-way.

106 (b) Sandwich board sign impact on total per-
 107 mitted signage.

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0720 ON-PREMISE SIGNS WITHOUT PERMIT

SEC. 66.0720 ON-PREMISE SIGNS WITHOUT PERMIT

- 1 (1) A sandwich board where the mes- 55
- 2 sages and content change on a 56
- 3 weekly basis shall not count to- 57
- 4 wards the total signage allowed un- 58
- 5 der Section 77.0710.. 59
- 6 (2) A sandwich board where the word- 60
- 7 ing or image is unchanging shall 61
- 8 count towards the total signage al- 62
- 9 lowed under Section 77.0710. Any 63
- 10 sandwich board permitted under 64
- 11 this subsection shall also comply 65
- 12 with (c)—(g) below. 66
- 13 (c) The sandwich board sign must be located 67
- 14 in front of the property and cannot be lo- 68
- 15 cated closer than ten feet to an adjacent 69
- 16 property or driveway, and will not cause a 70
- 17 hazard to traffic or adjoining properties. 71
- 18 These signs shall require a permit and shall 72
- 19 not exceed six (6) square feet in area on 73
- 20 one side or 12 square feet on all sides.. 74
- 21 (d) The sandwich board sign must be removed 75
- 22 from its display location whenever the 76
- 23 permit holder is not open to the public. 77
- 24 Festivals, non-profits, organizations and 78
- 25 businesses under contract with the Village 79
- 26 may use sandwich board signs on Village 80
- 27 owned property or other property in any 81
- 28 district as permitted provided that the 82
- 29 sandwich board signs will not be located 83
- 30 on any sidewalk or bikeway if one is pre- 84
- 31 sent or in any public right-of-way. 85
- 32 (e) The Plan Commission shall establish a 86
- 33 Sandwich Board Design, Guide which will 87
- 34 reflect various preferred designs and col- 88
- 35 ors. The Guide shall be updated periodi- 89
- 36 cally. 90
- 37 (f) After May 1, 2011, the cost for a temporary 91
- 38 sandwich board sign permit shall be 92
- 39 \$20.00 except for existing sandwich board 93
- 40 permit holders. 94

41 **Sec. 66.0720 On-Premise Signs without Per-**

42 **mit**

43 Except as prohibited in section 66.0770 of this

44 chapter, the following signs are permitted in all

45 zoning districts without a permit, subject to the

46 following regulations:

- 47 (a) Temporary Signs.
- 48 These signs are not to exceed six square
- 49 feet in area on one side and 12 square feet
- 50 in area on all sides. These signs shall be
- 51 located no closer than ten feet to any street
- 52 right-of-way, nor closer than ten feet to a
- 53 side or rear lot line. Temporary signs shall
- 54 be displayed for no longer than 30 days,

- and shall be permitted no more than 6
- times per year.
- (a)(1) Construction Area Signage
- Temporary signs on a property dur-
- ing a period of construction may be
- placed on a construction site without a
- permit, provided that there shall be no
- more than one such sign located on the
- premises; no sign shall exceed 18 square
- feet in area on one side or 36 square feet
- on all sides; and the sign shall be re-
- moved within 72 hours following the is-
- suance of an occupancy permit. Tempo-
- rary signs issued as part of a development
- agreement shall be removed as specified
- in that agreement.
- (b) Bulletin boards.
- Bulletin boards are not to exceed four
- square feet in area on one side located on
- the building.
- (c) Signs Cut Into Buildings.
- Signs and tablets when cut into any mason-
- ry surface or when constructed of metal
- and affixed flat against a structure will
- count towards total allowable signage, and
- be reviewed by the Plan Commission as an
- Architectural Feature and approved or de-
- nied based on total allowable signage.
- Official signs.
- Official signs, such as traffic control, park-
- ing restrictions, Village welcome signs and
- related entrance signs, and public notices
- when approved by the Zoning Administra-
- tor.
- (d) Illuminated Signs.
- (e) When fluorescent tubes are used for the in-
- terior illumination of a sign, such illumina-
- tion shall not exceed: two square feet.
- (f) Lot signs.
- On-premise signs located at the entrance
- and exit of a driveway or street shall not
- exceed two square feet.
- (g) Parking signs.
- Signs in the parking lot shall be mounted
- no less than four feet from the ground and
- shall not exceed 24 inches high by 30
- inches wide.
- (h) Flags.
- Property owners shall be permitted up to
- three flags of no more than 15 square feet
- each.
- (i) Signs on external walls.
- One sign on an external wall is allowed
- per commercially zoned unit. The maxi-
- mum allowable size for such sign is four

1 square feet. If it is over four square feet in
 2 size the sign's area shall be included in the
 3 total signage calculation. All signs must be
 4 mounted on the building. Erasable black-
 5 boards or glass-enclosed cases are ac-
 6 ceptable.

7 (j) Temporary signs.

8 **Sec. 66.0721 On/Off-Premise Signs without**
 9 **Permit**

10 (a) Temporary signs- Designated Events.
 11 **During the 10 day period leading up to a**
 12 **designated festival or event (including**
 13 **the day/days of the event) by the Village**
 14 **Parks Committee a property owner may**
 15 **be allowed:**

- 16 (1) Only one additional sign per lot.
- 17 (2) The sign shall be set back a mini-
 18 mum of 10 feet from all lot lines.
- 19 (3) The sign area shall not exceed 24
 20 square feet.
- 21 (4) The sign shall not exceed six feet in
 22 height.

23 (b) Temporary Signs- Other Events.

24 The temporary use of banners, balloons,
 25 inflatable signs, streamers, pennants, and
 26 other similar signage in any district may be
 27 allowed provided that the media will not
 28 be located on any sidewalk or bikeway if
 29 one is present or in any public right-of-
 30 way. The signs cannot be erected more
 31 than 14 days before the event and must be
 32 removed within 2 days after the event. The
 33 property owner must grant permission in
 34 writing for the placement of the
 35 sign/media. The sign/media, will not be lo-
 36 cated closer than ten feet to an adjacent
 37 property; driveway, and will not cause a
 38 hazard to traffic or adjoining properties.
 39 These sign/media shall not require a permit
 40 and shall not exceed 24 square feet in area
 41 on one side or 48 square feet on all sides.

42 (c) Failure to Comply with Standards.

43 Any entity utilizing (a) or (b) above that
 44 fails to follow the standards shall be noti-
 45 fied in writing that all future seasonal, spe-
 46 cial event and fund raising signage shall
 47 require a regular sign permit and shall be
 48 issued a fine in the amount of \$50.00 at
 49 the discretion of the Village Administrator.

50 **Sec. 66.0722 Other On/Off-Premise Signs**
 51 **with Permit**

52 (a) Tempoaray Signage- Long Duration Events
 53 The temporary use of banners, balloons,
 54 inflatable signs, streamers, pennants, and

55 other similar signage in any district may be
 56 permitted provided that media will not be
 57 located on any sidewalk or bikeway if one
 58 is present or in any public right-of-way.
 59 The signs cannot be erected more than 45
 60 days in a calendar year and must be re-
 61 moved within 2 days after the event. The
 62 property owner must grant permission in
 63 writing for the placement of the
 64 sign/media. The sign/media, will not be lo-
 65 cated closer than ten feet to an adjacent
 66 property; driveway, and will not cause a
 67 hazard to traffic or adjoining properties.
 68 These sign/media shall require a permit
 69 and shall not exceed 24 square feet in area
 70 on one side or 48 square feet on all sides.

72 (b) Changeable copy signs.

73 Changeable copy signs, fixed or moveable,
 74 may be permitted If approved by the Plan
 75 Commission. Price signs will be consid-
 76 ered permitted addition signage.

77 **Sec. 66.0730 Residential Districts Signage**
 78 **with Permit**

79 The following signs are permitted in any residen-
 80 tial district and are subject to the following regula-
 81 tions:

82 (a) Signs.

83 Signs authorized on a property are not to
 84 exceed six feet in height and 24 square feet
 85 in area on one side and 48 square feet in
 86 area on all sides, placed at the entrance to
 87 a subdivision or development. The sign
 88 shall be located no closer than ten feet to
 89 any street right-of-way, nor closer than ten
 90 feet to any side or rear lot line.

91 (b) Temporary signs.

92 Temporary signs for the purpose of desig-
 93 nating a new building or development may
 94 be permitted for a limited period of time
 95 provided that the sign shall not exceed 24
 96 square feet in area on one side and 48
 97 square feet in area on all sides and shall be
 98 located not closer than ten feet from any
 99 street right-of-way, nor closer than ten feet
 100 to any side or rear lot line. The Developer
 101 may use such signage to market the devel-
 102 opment provided that the sign shall not be
 103 in place for more than 60 days of the issu-
 104 ance of an occupancy permit. Projects
 105 covered by a development agreement may
 106 specify the date for the removal of the sign.

1 **Sec. 66.0731 Countryside District Signage**
2 **with Permit**

3 The following on-premise signs are permitted in
4 the CS-1 district:

- 5 (a) All signs permitted in the residential dis-
6 tricts.
- 7 (b) On-premise signs which do not exceed 24
8 square feet in area. There shall be no more
9 than one such sign for each highway upon
10 which the property faces. If attached to the
11 building, such signs shall be no higher than
12 the roofline. If located on the ground, such
13 signs shall not be higher than eight feet
14 above the ground.
- 15 (c) Ground signs which do not exceed 24
16 square feet in area on one side or 48
17 square feet on all sides.

18 **Sec. 66.0732 Institutional and Park Districts**
19 **Signage with Permit**

20 The following signs are permitted in the Institu-
21 tional and Park districts and are subject to the fol-
22 lowing regulation:

- 23 (a) Private and public institutional when ap-
24 proved by the Plan Commission.
- 25 (b) Signs on publicly owned land shall meet
26 the following criteria:
 - 27 (1) Such signs shall be securely fas-
28 tened, constructed and continuously
29 maintained in such a manner as to
30 prevent damage from the natural el-
31 ements.
 - 32 (2) Such signs shall be located in such
33 a manner to minimize visual im-
34 pacts to areas located outside of the
35 park facilities.
 - 36 (3) Such signs shall be permitted for the
37 sole purpose of generating funds for
38 Village authorized programs and fa-
39 cilities. In all cases, the overall aes-
40 thetics of the park and the surround-
41 ing area shall be significant consid-
42 eration in the placement and design
43 of the signs.
 - 44 (4) An agreement between the Village
45 and the sign sponsor shall be exe-
46 cuted specifying annual fees and a
47 maintenance schedule.
 - 48 (5) Such signs shall be permitted sub-
49 ject to Plan Commission discretion.

50 **Sec. 66.0750 Sign Permit**

51 Application for a sign permit shall be made on
52 forms provided by the Zoning Administrator and
53 shall contain or have attached thereto at least the
54 following information:

- 55 (a) Name, address and telephone number of
56 the applicant. Location of building, struc-
57 ture, or lot to which or upon which the
58 sign is to be attached or erected.
- 59 (b) Name of person, firm, corporation, or as-
60 sociation erecting the sign.
- 61 (c) In cases where more than one business oc-
62 cupies a single building, the assignment of
63 on-building sign area to the various busi-
64 nesses shall be at the discretion of the
65 property owner. This allocation shall be
66 specified in the Sign Application.
- 67 (d) Written consent of the owner or lessee of
68 the building, structure, or land to which or
69 upon which the sign is to be affixed.
- 70 (e) A scale drawing of such sign indicating the
71 dimensions, the materials to be used, the
72 colors on the sign, the type of illumination,
73 if any, and the method of construction and
74 attachment. The drawing shall be drawn at
75 a scale no smaller than one-eighth inch
76 equals one foot and shall be prepared,
77 signed and sealed by a registered profes-
78 sional engineer when required by the Zon-
79 ing Administrator.
- 80 (f) A scale drawing indicating the location
81 and position of such sign in relation to
82 nearby buildings or structures. The drawing
83 shall be at a scale no smaller than one inch
84 equals 50 feet.
- 85 (g) Copies of any other permits required.
- 86 (h) Signs requiring state approval shall provide
87 a copy of such approval with the sign per-
88 mit application.
- 89 (i) Additional information may be required by
90 the Zoning Administrator or Plan Commis-
91 sion.
- 92 (j) Sign permit applications shall be filed with
93 the Zoning Administrator who may ap-
94 prove or deny the application, in writing,
95 within 20 working days after submittal. A
96 sign permit shall become invalid, if work
97 authorized under the permit has not been
98 completed within six months of the date of
99 issuance.
- 100 (k) At the time of the filing of the application
101 for a permit, the applicant shall furnish to
102 the Zoning Administrator the fee for the
103 permit in accordance with the current fee
104 schedule set by the Village Board.
- 105 (l) Waiver of some requirements.
106 The Zoning Administrator may waive the
107 requirements for certain plans, specifica-
108 tion, data, or drawings when the applica-
109 tion is to execute minor alterations or re-
110 pairs to a sign, provided that the proposed

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0751 CONSTRUCTION STANDARDS

SEC. 66.0753 MEASURING SIGNS

1 construction, alteration, or repair is suffi-
2 ciently described in the application for the
3 permit.

- 4 (m) The sign permit fee shall be established
5 annually by the Village.

6 Sec. 66.0751 Construction Standards

7 (a) Sign Materials.

8 Signs should be constructed predominantly
9 of natural materials, such as rough cedar,
10 pine or other types of wood. Stained glass
11 may also be used. Manufactured materials
12 that give the appearance of natural materi-
13 als are also permitted. Signs with relief are
14 encouraged. Supporting members or brac-
15 es of all signs shall be constructed of ap-
16 proved materials.

17 (b) Covering Architectural Details.

18 Signs shall not cover architectural details
19 such as, but not limited to arches, sills,
20 moldings, cornices and transom windows.
21 It may be required that existing signboards
22 or sign bands be used for placement of
23 signs.

24 (c) Construction Standards.

25 The applicant shall be responsible for ob-
26 taining the necessary permits to comply
27 with Village and State building, electric
28 and WisDOT codes.

29 (d) Protection of the public.

30 The temporary occupancy of a sidewalk or
31 street or other public property during con-
32 struction, removal, repair, alteration or
33 maintenance of a sign is permitted provid-
34 ed the space occupied is roped off, fenced
35 off or otherwise isolated. The Zoning Ad-
36 ministrator shall be notified at least 24
37 hours in advance of such proposed ob-
38 struction.

39

40 (e) Sign Location Affecting Egress

41 No signs or any part thereof or sign an-
42 chors, braces, or guide rods shall be at-
43 tached, fastened, or anchored to any fire
44 escape, fire ladder, or standpipe and no
45 such sign or any part of any such sign or
46 any anchor, brace or guide rod shall be
47 erected, put up, or maintained so as to
48 hinder or prevent ingress or egress through
49 such door, doorway, or window or so as to
50 hinder or prevent the raising or placing of
51 ladders against such building by the Fire
52 Department, as necessity may require.

53 Sec. 66.0752 Color and Lighting

54 (a) Colors that are of the Neon or Fluorescent
55 families may not be used as they do not
56 promote the historic preservation of the
57 Village.

58 (b) Signs shall not resemble, imitate or approx-
59 imate the shape, size, form or color of traf-
60 fic signs, signals or devices. Signs may be
61 illuminated, but non-flashing.

62 (c) Signs in residential districts shall not be il-
63 luminated.

64 (d) No sign shall be illuminated except as fol-
65 lows:

- 66 (1) Natural illumination or background
67 illumination from street lighting or
68 parking lot lighting.
- 69 (2) Shielded spotlights designed to fo-
70 cus the light only on the sign.
- 71 (3) The maximum permitted illumina-
72 tion on the face shall not exceed
73 five foot-candles.

74 (e) Searchlights may not be used in the Village
75 without a permit. The Plan Commission
76 may permit the temporary use of a search-
77 light for advertising purposes in business
78 districts, provided that the searchlight will
79 not be located in any public right-of-way,
80 will not be located closer than twenty feet
81 to an adjacent property, and will not cause
82 a hazard to traffic or adjoining properties.
83 Searchlight permits shall not be granted for
84 a period of more than five days in any six-
85 month period. If, however, representatives
86 of federal, state or local government agen-
87 cies wish to operate a searchlight in the
88 Village for official business, no permit will
89 be required.

90 Sec. 66.0753 Measuring Signs

91 (a) Area of Sign.

92 Measurement of sign area shall be calcu-
93 lated as the sum of the area within the
94 smallest regular rectangle that will encom-
95 pass all elements of the actual sign face,
96 including any writing, logos, representa-
97 tions, emblems, or any figures or similar
98 characters, together with any material
99 forming an integral part of the display or
100 forming the backing surface or background
101 on which the message or symbols are dis-
102 played.

103 (b) Wall Sign.

104 For a sign painted on or applied to a build-
105 ing or to a freestanding wall, the area shall
106 be considered to include all lettering,
107 wording, and accompanying designs or

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0754 MAINTENANCE OF SIGNS

SEC. 66.0770 PROHIBITED SIGNS

1 symbols, together with any background of
 2 a different color than the natural color, or
 3 finish material of the building or architec-
 4 tural wall. The architectural wall shall be
 5 subject to Plan Commission approval of
 6 the site and landscaping plan. The main
 7 supporting sign structure (i.e., brackets,
 8 posts, foundation, etc.) shall not be includ-
 9 ed in the area measurement.

10 (c) Letter Signs.
 11 The gross surface area of a skeleton letter
 12 wall sign consisting of individual letters
 13 and/or symbols shall be determined by
 14 calculating the horizontal length of the
 15 combined areas of the smallest rectangles,
 16 which encompass each word, letter, figure
 17 and emblem on the sign by the vertical
 18 height of the outside dimensions of the
 19 whole sign.

20 (d) Two-sided Sign.
 21 When a sign has two or more faces, the ar-
 22 ea of all faces shall be included in deter-
 23 mining the area, except that where two
 24 faces are placed back to back and the an-
 25 gle between the faces measures 45 degrees
 26 or less, the total sign area shall be comput-
 27 ed by measuring the square footage of a
 28 single face. When the angle between sign
 29 faces measures greater than 45 degrees, the
 30 total sign area shall be computed by add-
 31 ing the square footage of each face.

32 (e) Sign height.
 33 Maximum or minimum sign height shall be
 34 measured from the ground surface adjacent
 35 to the center of the bottom of the structure
 36 supporting the sign to the top of the sign
 37 surface being regulated.

38 (f) Length of Lineal Building Front Foot.
 39 The length of the front wall of the building
 40 adjacent and parallel or closely parallel to
 41 any abutting street or public right-of-way. If
 42 the building is located on a corner lot then
 43 the side of the building used for addressing
 44 purposes shall be deemed the front of the
 45 building. If the front of the building is une-
 46 ven then that portion of the building that is
 47 adjacent and parallel to the abutting street
 48 that is within 25 feet of the primary front
 49 wall shall be included in the total length of
 50 the lineal building front foot.

51 Sec. 66.0754 Maintenance of Signs

52 (a) Maintenance and repair.
 53 Every sign, including, but not limited to
 54 those signs for which permits are required,
 55 shall be maintained in safe, presentable,
 56 and good structural condition at all times,

57 including replacement of defective parts,
 58 painting (except when a weathered or natu-
 59 ral surface is intended), repainting, clean-
 60 ing, and other acts required for the mainte-
 61 nance of such sign.

62 (b) Compliance standards.
 63 The Zoning Administrator shall require
 64 compliance with all standards of this sec-
 65 tion. If the sign is not modified to comply
 66 with the standards outlined in this section,
 67 the Zoning Administrator shall require its
 68 removal in accordance with subsection (d)
 69 of this section.

70 (c) Abandoned signs.
 71 All signs or messages shall be removed by
 72 the owner or lessee of the premises upon
 73 which an on-premise sign is located when
 74 the business it advertises is no longer con-
 75 ducted or, for an off-premise sign, when
 76 the lease payment and rental income are
 77 no longer provided, unless there is evi-
 78 dence that the owner or agent is marketing
 79 the property for sale or lease. If the owner
 80 or lessee fails to remove the sign, the Zon-
 81 ing Administrator shall give the owner 30
 82 days written notice to remove such sign.
 83 Upon failure of the owner or lessee to
 84 comply with this notice, the Village may
 85 cause the sign to be removed and all costs
 86 of such removal shall be collected as a
 87 special assessment on the next succeeding
 88 tax roll.

89 (d) Deteriorated or dilapidated signs.
 90 The Zoning Administrator shall give the
 91 owner or lessee of any premises on which
 92 a deteriorated or dilapidated sign is locat-
 93 ed, 60 days written notice to repair any de-
 94 teriorated or dilapidated signs and remove
 95 such condition, without enlarging or struc-
 96 turally altering such signs.

97 (1) If it is determined that such deterio-
 98 rated or dilapidated signs cannot be
 99 repaired without structurally altering
 100 or changing the sign, then the own-
 101 er or lessee of such sign shall obtain
 102 a permit from the Zoning Adminis-
 103 trator for such changes or altera-
 104 tions.

105 (2) Upon failure of the owner or lessee
 106 to comply with the notice set forth
 107 in subsection (c) of this section, or
 108 in the event of the failure of the
 109 owner or lessee to obtain a permit
 110 as set forth in section 66.0750, [See
 111 page 113] the Village may cause the
 112 sign to be removed and all costs of
 113

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0770 PROHIBITED SIGNS

SEC. 66.0780 LEGAL NON-CONFORMING SIGNS

1 such removal shall be collected as a
 2 special assessment on the next suc-
 3 ceeding tax roll.

4 **Sec. 66.0770 Prohibited Signs**

5 The following signs are prohibited in all districts:

- 6 (a) Abandoned signs.
 7 Any sign advertising or identifying a busi-
 8 ness or organization, which is either de-
 9 funct or no longer located on the premises.
 10 Exceptions are granted to landmark signs,
 11 which may be preserved and maintained
 12 even if they no longer pertain to the pre-
 13 sent use of the premises.
- 14 (b) Flashing, alternating, rotating or swinging
 15 signs or devices, whether illuminated or
 16 not, visible from the right-of-way.
- 17 (c) Floodlighted or reflection illuminated signs
 18 of which the light source is positioned so
 19 that its light sources is visible from a public
 20 right-of-way by the vehicular traffic or
 21 which the light source is visible from ad-
 22 joining property.
- 23 (d) Internally illuminated signs, neon and back
 24 lighted signs other than OPEN signs.
- 25 (e) Flashing signs, signs with an intermittent or
 26 flashing light source, signs containing mov-
 27 ing parts, and signs containing reflective
 28 elements, which sparkle or twinkle in the
 29 sunlight.
- 30 (f) Electronic message centers, variable mes-
 31 sage signs that utilize computer generated
 32 messages or some other electronic means
 33 of changing copy, including displays using
 34 incandescent lamps, LED's, LCD's or a
 35 flipper matrix, unless located on P-1 zoned
 36 properties.
- 37 (g) Unclassified signs:
 - 38 (1) That is a hazard or dangerous dis-
 39 traction to vehicular traffic or a nui-
 40 sance to adjoining residential prop-
 41 erty.
 - 42 (2) No sign shall resemble, imitate or
 43 approximate the shape, size, form
 44 or color of a traffic sign, signal or
 45 device.
 - 46 (3) No sign shall be located to interfere
 47 with the visibility or effectiveness of
 48 any official traffic sign or signal or
 49 with driver vision at the access
 50 point of any intersection.
 - 51 (4) No sign shall be erected, relocated
 52 or maintained to prevent free in-
 53 gress or egress from any door, win-
 54 dower or fire escape, and no sign

- 55 shall be attached to a standpipe, fire
 56 escape or utility pole.
- 57 (5) No sign shall contain, include or be
 58 illuminated by flashing light or by
 59 any light directed toward a neigh-
 60 boring residence, roads or high-
 61 ways.
- 62 (6) No sign shall contain, include or be
 63 composed of any conspicuous ani-
 64 mated part.
- 65 (7) No sign shall be painted on rocks.
- 66 (h) Inflatable advertising devices or signs.
- 67 (i) Murals shall be a conditional use and shall
 68 be reviewed and approved by the Plan
 69 Commission for location, size and material
 70 only without regard to artistic content.
- 71 (j) Billboard signs larger than the maximum
 72 permitted square footage per face.
- 73 (k) Signs taller than eight feet in height.
- 74 (l) A "V" sign shall be prohibited unless the
 75 backs of both signs display no letters or
 76 symbols and are landscaped to screen their
 77 backsides.
- 78 (m) Reflective lights.
- 79 (n) Mobile signs unless permitted as a tempo-
 80 rary use.
- 81 (o) No sign shall be located, erected, moved,
 82 reconstructed, extended, enlarged, con-
 83 verted or structurally altered in the Wet-
 84 land W-1 district.

85 **Sec. 66.0780 Legal Non-conforming Signs**

- 86 (a) Notification of non-conformance.
 87 Upon determination that a sign is non-
 88 conforming, the sign administrator shall
 89 use reasonable efforts to so notify, in writ-
 90 ing, the user or owner of the property on
 91 which the sign is located of the following:
 92 (1) The sign's non-conformity.
 93 (2) Whether the sign is eligible for
 94 characterization as a legal non-
 95 conforming sign or is unlawful.
- 96 (b) Signs eligible for characterization as legal
 97 non-conforming.
 98 Any sign located within the Village limits
 99 or located in an area annexed to the Vil-
 100 lage hereafter, which does not conform to
 101 the provisions of this chapter, is eligible for
 102 characterization as a legal non-conforming
 103 sign and is permitted, providing it also
 104 meets the following requirements:
 105 (1) The sign was covered by a sign
 106 permit prior to the date of adoption
 107 of the prior zoning ordinance, this
 108 ordinance or amendment.
 109 (2) If no permit was required by the Vil-
 110 lage at the time, the sign was erect-
 111

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0790 HISTORIC SIGNS

SEC. 66.0791 COMPLIANCE

1 ed, and the sign was not changed or
2 altered after the effective date of this
3 ordinance or a prior zoning ordi-
4 nance in a manner that under this
5 chapter would have caused a loss of
6 non-conforming status.

7 (3) An existing sign located closer than
8 ten feet to the street right-of-way in
9 the B-3 district shall not be deemed
10 non-conforming solely on that basis.

11 (c) Loss of legal non-conforming status.
12 A sign loses its legal non-conforming status
13 when any one of the following occurs:

14 (1) The sign is structurally altered in
15 any way, except for normal mainte-
16 nance or repair, which tends to or
17 makes the sign less in compliance
18 with the requirements of this section
19 then it was before alteration.

20 (2) The sign is damaged to such an extent
21 that the cost to repair or recon-
22 struct such sign exceeds 50 percent
23 of the assessed value of the sign.

24 (3) The design, logo or wording of the
25 sign is altered.

26 (4) The replacement of a non-
27 conforming sign with an identical
28 sign may be allowed, subject to ob-
29 taining a permit. The new sign must
30 utilize permitted materials.

31 (d) Legal non-conforming sign maintenance
32 and repair.

33 Nothing in this section shall relieve the
34 owner or user of a legal non-conforming
35 sign, or the owner of the property in which
36 the sign is located, from the provisions of
37 this section regarding safety, maintenance
38 and repair of the sign. All work, including
39 repainting, requires a permit.

40 Sec. 66.0790 Historic Signs

41 (a) Signs of historic significance which make a
42 contribution to the cultural, or historic
43 quality of the Village because of their
44 unique construction materials or unique
45 design, unusual age, prominent location
46 within the Village, or unique craftsmanship
47 from another period of time may be ex-
48 empted from any or all size, height, anima-
49 tion, lighting, or setback requirements of
50 the section, when the Plan Commission
51 finds the following conditions exist:

52 (1) The sign is of exemplary technolo-
53 gy, craftsmanship, or design of the
54 period in which it was constructed;
55 uses historic sign materials (wood,
56 metal, or paint applied directly to a

57 building) and means of illumination
58 (neon or incandescent fixtures); and
59 is not significantly altered from its
60 historic period. If the sign has been
61 altered, it must be restored to its his-
62 toric function and appearance.

63 (2) The sign is integrated into the archi-
64 tecture of a period building.

65 (3) A sign not meeting the criteria listed
66 above may be considered if it
67 demonstrates extraordinary aesthet-
68 ic quality, creativity or innovation in
69 design.

70 (b) Historic signs are exempt from the re-
71 quirements of section 66.0780 "Legal Non-
72 conforming Signs." [See page 116]

73 Sec. 66.0791 Compliance

74 Except as otherwise authorized, no sign visible
75 from a state or county road, from any Village
76 street, from a private street, from a public parking
77 lot, from a private parking lot, from the water or
78 from any adjacent property shall be located,
79 erected, moved, repainted with different colors,
80 reconstructed, extended, enlarged or structurally
81 altered, including the placement of various com-
82 ponents of the sign, until a permit has been re-
83 viewed and approved by the Plan Commission or
84 designated representative and a permit has been
85 issued to the property owner or building occupant
86 by the Zoning Administrator. Signs located on a
87 property or location with multiple buildings or
88 businesses under common or separate ownership
89 shall not be exempt from the requirements of this
90 Code. Additions to and alterations of existing
91 signs and support structures require a new permit.

92 Note: This entire section was revised by Ordi-
93 nance 185-041211.

94
95

VILLAGE OF SISTER BAY ZONING CODE

48

SEC. 66.0791 COMPLIANCE

SEC. 66.0791 COMPLIANCE

1



Village of Sister Bay

BOARD REPORT

Meeting Date 09/20/2016

Item No.: 2

Recommendation:

That the Village Board recognizes the donors of Marinafest.

Background:

After the last Board conversation regarding the future of Marinafest, the Pulse picked up on the story.

That story resulted in a flurry of phone calls to our offices. Donations had virtually stopped prior to that story running. I would estimate that over \$6000.00 of the \$20,547.00 in donations came in after the running of that article.

The citizens of our community that called expressed a genuine appreciation of Marinafest (noise complaints aside), and wanted to see it continue.

Fiscal Impact: \$20,547 this year in donations.

Respectfully submitted,

Zeke Jackson
Village Administrator



Village of Sister Bay

BOARD REPORT

Meeting Date: 09/20/2016

Item No.: 2

Marina Fest Sponsors

The Village Board, the Marina Fest Committee, and the staff of the Village would like to thank the following business, families, and individuals to donating to Marina Fest:

Al Johnson's Swedish Rest. & Butik	Dwight & Mary Jo Anderson	Herb & Susan Anhalt
Tom & Diane Barounis	Bay Ridge Golf Course	Beach + T-Shirt Connection
Jeff Benson	Pete & Laura Bjorlin	Russell Blaauw
Brian Frisque Surveys	Tom & Sue Brojanac	Bob & Kathy Brown
Anita & Lyle Bruss	Casperson Funeral Home	Chop
Craig & Michelle Christell	Country House Resort	Country Walk Shops
Joseph & Donna Cramer	Robert Denton	Stoyan Dimitrov
Nate Dineen-Vanden Heuvel	Door County Rentals	John & Maureen Edmondson
ERA Starr Realty	Erickson Family	Laura & John Fairfield
Carole & Dale Faught	David & Jean Field	Bill & Joan Flader
Rosa Flegel, In Memory of Jeff Flegel	Patricia Fonk	Fred & Fuzzy's Waterfront Bar & Grill
Bob & Jackie Galecke	Grant	Audrey Grasse Family
William Griffin	Hammersmith TV	Doug & Barb Hanson
Hearthside Assisted Living	Rodney & Sharri Hedeem	Robert & Margaret Hendricks
Kathy L Heyse	Bruce & Marla Horwitz	Husby's Food & Spirits
Leon & Stephanie Jacobson	Jerry's Flowers	Steve Family Johnson
Kellstrom-Ray Agency Inc	Kennedy Family	Kerber Rose S.C.
Bob Kinmonth	Jim & Holly Krause	Carol & Gary Kreml
Anne & Robert Krystyniak	Roberta & Raymond Larson	Paul Litzsinger
Paul Family Luber	Lure	Louise Macphetridge
Rick & Connie Mann	Mariners Point Development LLC	Mariner's Pointe Condo Assoc.
Jim & Marlene Matousek	Mary McCue	Greg & Terry Morris
Mary Mortimer-Forbes	Dan & Chris Murphy	Steve & Mary Musinsky
Marty Myre	Marty & Cathi Myre	Peter & Christine Newton
William & Marjorie Nichols	Nicolet National Bank	Paul & Connie Nielsen
North Spring Rentals	Northern Door Communications	Dick & Linda Olson
Richard Olson	On Deck Clothing Company	Scott Origer
Gary Pellikan	Dan & Mary Peterson	Piggly Wiggly
Points North	Sylvia Pratt	Peggy Prindle
Tom & Jeanette Sadler	Julie & Rob Schaffer	George & Kay Schueppert
Gwynne Schultz	Sister Bay Auto	Sister Bay Bowl
Sister Bay Craft Shop	Sister Bay Inn	Andrew Slaby
Lee & Sue Smith	Phil & Katie Smith	Ruth Anne Sorsen
Spot	Ron & Kathy Stark	Bob & Cheri Stegenga
Walt & Kelly Swietlik	Nancy Taibl	The Coachlite Inn & Suites
Thomas/Pfeifer Ins. Agency	Richard J Timmons	Roy & Sandra Uelner
Gertrude Ullmann	Village View Inn	Mark & Diane Walters
David & Rosanne Warner	Dr. Deborah Webber	Wulf Bros Inc
Jacqueline G Zwirner		



Village of Sister Bay BOARD REPORT

Meeting Date 09/20/2016

Item No.: 3

Recommendation:

That the Village Board renew the contract with Going Garbage for an additional 3 years.

Background:

The Village provides solid waste and recycling services through contract with Going Garbage. This current contract was entered into in 2012 and expires at the end of 2016. The contract provided for the option to renew on the consent of both parties for successive 3 year periods.

Options other than renewal would include bringing the service “in house” or to bid this contract out to another service provider.

This service is one of 5 “protected” service provision areas under Act 10. If the service was provided via a tax bill prior to enactment of Act 10, the Village cannot initiate any fees for service without decreasing the levy limit. That places a clear restraint on expenditures that is difficult to manage by anyone. That leaves us with the only option of examining the expense side of the equation.

I believe that the only real option to “save” any money for the Village would be to bring this service back “in house”. I do not support this option at this time for a myriad of reasons.

1. Going Garbage is based out of Liberty Grove; they’re a local company. They employ a total of 10 FTE employees, and provide services to Liberty Grove, Town of Gibraltar, and Sister Bay as well as to the private sector.
2. Having managed sanitation services in 2 other municipalities, I can say that in my three years here I am very satisfied with the service delivery that Going Garbage has provided. I have had exactly ZERO calls of complaint in my time here.....which is an incredibly impressive feat.

The only improvement of service delivery that I can envision would be to move to single stream recycling. I have discussed this with Henk and Jeff, and they are amenable to moving in this direction if the Board should choose to do so. This would eliminate 1 trash can, and likely increase recycling rates; the easier you make it for people to recycle, the more they will do so.

3. Renewal of the contract is in line with our existing 2017 budget draft.

Fiscal Impact: As negotiated in the contract.

Respectfully submitted,

Zeke Jackson
Village Administrator

Janal Suppanz

From: Henk Wolst [henk@goinggarbage.com]
Sent: Thursday, August 25, 2016 3:41 PM
To: Zeke Jackson
Cc: 'Jeffery L Johnson'
Subject: 2012 - 2016 Solid Waste and Recycling Services Contract
Attachments: Paragraph 3 Revision Page.pdf

Hello Zeke,

The 2012-2016 Solid Waste and Recycling Services Contract between Sister Bay and Going Garbage provides for an Option to Renew (Paragraph 3). This requests that we revise or alter that paragraph from its current reading, which stipulates "...by mutual consent in writing at least 120 days prior to the expiration..." to read "...by mutual consent in writing at least 90 days prior to the expiration."

We request that the original document be changed with strikethrough of "120" and replacement with "90," along with initials of you and Jeff Johnson as principals of both signatory parties.

I have attached the page in question and have already made the change, initialed by Jeff. I request that, if you agree, you initial as well, retaining a copy for your files and forwarding a copy back to us.

Thanks Zeke. We will, within the revised time frame, get back to you with a proposal that I hope we can mutually agree to and we can proceed for another three years.

Please acknowledge receipt of this email via return email to me.

Thanks in advance for your prompt attention to this request.

Best regards,

Henk

Henk Wolst
Sales Manager
Going Garbage, Inc.
www.GoingGarbage.com
Office: 920.854.2114
Toll Free: 877.854.2114
Mobile: 920.421.1180
henk@goinggarbage.com

SOLID WASTE AND RECYCLING SERVICES CONTRACT 2012-2016

Contract made by and between the Village of Sister Bay ("Village") and Going Garbage & Recycling INC., a Wisconsin Corporation ("Contractor").

In consideration of the mutual covenants, agreements, and consideration contained herein, the Village and Contractor hereby agree as hereinafter set forth:

1. **Exclusive Right:** Subject to the Village's Health and Sanitation Ordinance, Chapter 50, the Village grants to the Contractor the exclusive right and obligation to provide solid waste collection services within the Village boundaries, for those services paid for by tax dollars. Nothing herein shall prevent residents or businesses of the Village of Sister Bay to contract for solid waste collection services with anyone of their choice, when those residents or businesses become personally responsible for payment.

The Village covenants that during the term of this Contract and any renewal or extension thereof it will not engage other individuals or itself become involved in the activity of collecting and disposing of residential solid waste or any other similar activity that would impair the exclusive right of Going Garbage & Recycling Inc. However, Contractor's failure to perform pursuant to this Agreement could result in the Village having the collection and hauling of solid waste and recyclables done by other providers.

2. **Term:** The term of this Contract shall be for a period commencing on January 1, 2012 at 12:00 a.m. and terminating on December 31, 2016 at 11:59 p.m. and shall replace all prior Contracts entered into between both parties.

3. **Option to Renew:** The parties hereto may extend this Contract for three (3) year terms by mutual consent in writing at least ~~120~~ ⁹⁰ days prior to the expiration of the current term. This Contract may be terminated by either party hereto at the end of the initial term or any extension thereof by giving written notice not less than ninety (90) days prior to the expiration of the then current term.

4. **Service:** Residential: Single family, duplex and three-plex, and owner occupied multi-dwellings shall be provided curbside waste collection services at least once each week and recycling collection per the annual service calendar under this Contract. All units are required to receive such service generally described as (60 gallon rollout), and weekly alternating, (30 gallon rollout), recycling.

Residential condominiums where 75% of the units are owner occupied receive weekly waste and recycling collection based upon the 60-gallon for solid waste and 30 gallons for recyclables formula per unit. Commercial: Business, commercial, industrial, and municipal establishments are eligible for one (1) cubic yard of solid waste pickup per week per entity.

5. **Hours:**
Residential: Collections shall be made in residential areas not earlier than 6:00 A.M. nor later than 8:00 P.M. with no service on Saturday or Sunday, except in time of emergency or to maintain schedules due to holidays.

Commercial: Collection shall be made between the hours of 6:00 A.M. and 8:00 P.M. with the exception of shopping centers and primarily business and industrial centers, where collections in the early morning or weekend hours do not disturb the immediate residential area.

SOLID WASTE AND RECYCLING SERVICES CONTRACT 2012-2016

1
2
3
4 **Contract** made by and between the Village of Sister Bay ("Village") and Going Garbage & Recycling
5 INC., a Wisconsin Corporation ("Contractor").
6

7 In consideration of the mutual covenants, agreements, and consideration contained herein, the Village
8 and Contractor hereby agree as hereinafter set forth:
9

- 10 1. **Exclusive Right:** Subject to the Village's Health and Sanitation Ordinance, Chapter 50, the Village
11 grants to the Contractor the exclusive right and obligation to provide solid waste collection services
12 within the Village boundaries, for those services paid for by tax dollars. Nothing herein shall
13 prevent residents or businesses of the Village of Sister Bay to contract for solid waste collection
14 services with anyone of their choice, when those residents or businesses become personally
15 responsible for payment.
16

17 The Village covenants that during the term of this Contract and any renewal or extension thereof it
18 will not engage other individuals or itself become involved in the activity of collecting and
19 disposing of residential solid waste or any other similar activity that would impair the exclusive
20 right of Going Garbage & Recycling Inc. However, Contractor's failure to perform pursuant to this
21 Agreement could result in the Village having the collection and hauling of solid waste and
22 recyclables done by other providers.
23

- 24 2. **Term:** The term of this Contract shall be for a period commencing on January 1, 2012 at 12:00
25 a.m. and terminating on December 31, 2016 at 11:59 p.m. and shall replace all prior Contracts
26 entered into between both parties.
27

- 28 3. **Option to Renew:** The parties hereto may extend this Contract for three (3) year terms by mutual
29 consent in writing at least 120 days prior to the expiration of the current term. This Contract may
30 be terminated by either party hereto at the end of the initial term or any extension thereof by
31 giving written notice not less than ninety (90) days prior to the expiration of the then current term.
32

- 33 4. **Service:** Residential: Single family, duplex and three-plex, and owner occupied multi-dwellings
34 shall be provided curbside waste collection services at least once each week and recycling
35 collection per the annual service calendar under this Contract. All units are required to receive
36 such service generally described as (60 gallon rollout), and weekly alternating, (30 gallon rollout),
37 recycling.
38

39 Residential condominiums where 75% of the units are owner occupied receive weekly waste and
40 recycling collection based upon the 60-gallon for solid waste and 30 gallons for recyclables
41 formula per unit. Commercial: Business, commercial, industrial, and municipal establishments are
42 eligible for one (1) cubic yard of solid waste pickup per week per entity.
43

- 44 5. **Hours:**
45 Residential: Collections shall be made in residential areas not earlier than 6:00 A.M. nor later than
46 8:00 P.M. with no service on Saturday or Sunday, except in time of emergency or to maintain
47 schedules due to holidays.
48

49 Commercial: Collection shall be made between the hours of 6:00 A.M. and 8:00 P.M. with the
50 exception of shopping centers and primarily business and industrial centers, where collections in
51 the early morning or weekend hours do not disturb the immediate residential area.

- 1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
6. **Spillage and Litter:** The Contractor shall not litter premises in the process of making collections, but shall not be required to collect any waste material that has not been placed in approved containers or in a manner herein provided. During hauling, all solid wastes shall be contained, tied or enclosed so that leaking, spilling or blowing is prevented. In the event of spillage by the Contractor, the contractor shall promptly clean up the litter. The collector shall not be responsible for any clean up caused by negligence of the waste generator.
 7. **Standard Containers:** Single family, duplex, and three-plex receive weekly rubbish, (60 gallon rollout) and weekly alternating, (30 gallon rollout), recycling. Only rollout containers specified and approved by the Contractor shall be used. No other types of containers shall be accepted. The contractor shall provide the basic containers at no cost to the customer. Additional containers may be provided at an additional cost billable to the customer.
 8. **Non-standard Containers:** The Contractor shall not be required to collect solid waste unless it is in specified and approved containers, as determined by Contractor, except as provided for in special collection services.
 9. **Extraordinary Materials:** All special materials, hazardous wastes, body wastes, dead animals, abandoned vehicles, large equipment and parts thereto will not be collected by the Contractor unless specifically requested by the generator and agreed to by the Contractor. Separate charges shall be determined between Contractor and waste generator.
 10. **Collection Equipment:** The Contractor shall have on hand at all times, in good working order, such equipment as shall permit the Contractor, adequately and efficiently, to perform its duties hereunder. Garbage collection equipment shall be of the enclosed load packer type and all equipment shall be kept in good repair and appearance and in a sanitary clean condition at all times. The contractor shall have available to it at all times reserve equipment, which can be put into service and operation within two (2) hours of any breakdown. Such reserve equipment shall substantially correspond, in size and capability, to the equipment used by the Contractor to perform its duties hereunder.
 11. **Title to Wastes:** Contractor shall have vested title to all solid waste materials placed out for collection for the Village contractor within the corporate limits of the Village.
 12. **Disposal:** All solid wastes and recyclables shall be hauled to a government-approved facility for disposal.
 13. **Definitions:**
 - 13.1. Residence shall mean and include a detached single-family structure designed or intended for occupancy by one (1) person or by one (1) family.
 - 13.2. Duplex shall mean and include a detached two-family structure designed or intended for occupancy by two (2) families.
 - 13.3. Three-plex shall mean and include a detached three-family structure designed or intended for occupancy by three (3) families.
 - 13.4. Multi-dwelling shall mean and include any building or structure containing four (4) or more contiguous living units and intended exclusively for residential single persons or families.
 - 13.5. Business shall mean and include all retail, professional, wholesale and industrial facilities, and any other commercial enterprises offering goods or services to the public.

- 1 13.6. Commercial shall mean and include all business, industrial sites, non-owner occupied multi-
2 dwellings and municipal sites.
- 3 13.7. Industrial shall mean establishments generating waste accumulations of metal, metal
4 products, minerals, chemicals, rock, etc.
- 5 13.8. Waste shall mean and include all waste and accumulation of animal, fruit or vegetable
6 matter that attends or results from the preparation, use, handling, cooking, serving or storage
7 of meats, fish, fowl, fruit, vegetable matter, of any nature whatsoever which is subject to
8 decay, putrefaction and the generation of noxious and offensive gases or odor, or which may
9 serve as breeding or feeding material for flies and/or other germ-carrying insects.
- 10 13.9. Trash shall mean accumulations of rubbish, such as, but not necessarily limited to,
11 sweepings, dust, rags, bottles, jars, or other waste materials of any kind which are usually
12 attendant to domestic households or housekeeping and the premises upon which said
13 households are located.
- 14 13.10. Hazardous Materials shall mean wastes that are hazardous because of their
15 pathological, explosive, radiological or toxic characteristics.
- 16 13.11. Special materials shall mean those bulky materials or other special wastes that are not
17 stored in standard storage containers and cannot be picked up by a regularly used collection
18 vehicle.
- 19 13.12. Standard container shall mean and include any detachable container designed or
20 intended to be mechanically dumped into the packer-type garbage truck specified and
21 approved by the Contractor and varying in size from thirty (30) gallons to eight (8) cubic
22 yards.
- 23 13.13. Non-standard Location shall mean containers located inside of closed gates, inside of
24 fence, indoors, within barricades. Containers must have at least twenty four (24) feet
25 clearance above and three (3) feet clearance all around from buildings, gates, fences,
26 vehicles, or any other obstructions.
- 27 13.14. Standard Location and Position shall include but not be limited to clear and direct
28 access to and from a container respecting the length, width, height when dumping container
29 and turning radius of the collection vehicle. All weather access on a surface with capacity to
30 withstand the weight of the collection vehicle must be provided. Collection vehicle must
31 have clear and direct access to drive into direct connecting position, connect to the
32 container, lift the container, and drive clear of container. Criteria for approval of standard
33 location and position will include but not be limited to level positioning of collection
34 vehicle and container. Also, correct container position as specified by Contractor for direct
35 connection to provide safe and clean fully automated dumping. Lid hold down devices must
36 be approved by Contractor. Contractor will have final approval of standard location and
37 position compliance.
- 38 13.15. Curbside shall mean the area within three (3) feet of the edge of the traveled portion of
39 any public street affording reasonable access to waste collection crews from the street, but
40 only such portion thereof that is on the roadway side of any drainage ditch not including
41 snow banks.

42 14. Charges and Rates:

- 43 14.1. For any service required to be performed under this Contract, and to be paid by the Village,
44 the charges shall not exceed the rates as fixed or provided by this Contract.
45

1 container, obstructing clear and direct access, will result in no pickup service unless a special haul
2 request is made in advance.

3
4 **17. Unusual Changes or Costs:** The Contractor may petition the Village for rate adjustments at
5 reasonable times based on unusual changes in his cost of doing business, such as revised laws,
6 ordinances, or regulations; changes in location of disposal sites or changes in disposal charges.

7
8 **18. Billing:** The Contractor shall bill the Village for services rendered within ten (10) days following
9 the end of the month, and the Village shall pay the Contractor on or before the 20th day of the
10 following month. Billing and payment for residential service shall be based upon the residential
11 units being serviced as counted on the route pickup. Commercial account costs shall be invoiced
12 on the same statement with residential accounts. Each bill shall be accompanied by a statement
13 indicating the number of residential sites serviced and the total cubic yards of waste collected from
14 the containerized commercial sites

15
16 **19. Residential Services:** The contractor shall commence service at any new location within the
17 contract area.

18
19 **20. Payment to the Contractor:** All payments to the Contractor shall be made out of funds under the
20 control of the Village.

21
22 **21. Complaints:** All complaints shall be resolved within 24 hours. The Contractor shall track the all
23 complaints and their resolution. The form shall indicate the day and the hour on which the
24 Complaint was received and the day and the hour on which it was resolved. When a complaint is
25 received on the day preceding a holiday or on a Saturday, it shall be served on the next working
26 day. The Contractor shall provide a biannual report on complaints and their resolution.

27
28 **22. Notification of Customers:** The contractor will notify the Village and all customers about
29 complaint procedures, regulations, and day(s) of collection.

30
31 **23. Routes and Schedules:** The Contractor shall periodically provide the Village with schedules of
32 collection routes and keep such information current at all times. In the event of changes in routes
33 or schedules that will alter the day of pickup, the Contractor shall so notify each customer affected
34 by mail or news media not less than one week prior to the change.

35
36 **24. Contractor's Personnel:**

37
38 24.1. The Contractor shall assign a qualified person or persons to be in charge of his operations in
39 the Village and shall give name or names to the Village; information regarding experience
40 shall also be furnished.

41 24.2. The Contractor's collection employees shall wear a clean uniform or shirt bearing the
42 company's name.

43 24.3. Each driver shall, at all times, carry a valid driver's license for the type of vehicle he/she is
44 driving.

45 24.4. The Village may request the dismissal of any employee of the Contractor who violates any
46 provision hereof, or who is wanton, negligent, or discourteous in the performance of his/her
47 duties.

48 24.5. The Contractor shall provide operating and safety training for all personnel.

49 24.6. Wages of all employees of the Contractor shall equal or exceed the minimum hourly wages
50 established by Local, State or Federal Governments.

1 24.7. No persons shall be denied employment by the Contractors for reasons of race, creed or
2 religion.

3 25. **Collection Services:** The collection of waste and recyclables from residences, multi-dwellings,
4 businesses and other establishments in the Village of Sister Bay the Contractor shall do and
5 perform the following:
6

7 25.1. Furnish a residential waste and recycling collection container service to all persons
8 occupying or maintaining a place of residence in single, duplex and owner occupied multi-
9 dwellings within the contract area. One (1) sixty-gallon container of bagged waste and one
10 (1) thirty gallon container of unbagged recyclables per the annual service calendar schedule
11 shall be collected at the curbside once per week. The collections shall be made no earlier
12 than 6:00 A.M. or later than 8:00 P.M. with no service on Saturdays or Sundays, except in
13 time of emergency or to maintain schedules due to holidays.

14 25.2. Furnish to commercial establishments, including but not limited to inn keeping, institutions,
15 businesses, industrial and municipal units operated or carried on within the contract area
16 commercial garbage and trash collection service. Collection is to be made from containers
17 approved by Contractor once each week. The amount of waste collected and paid for by the
18 Village will be one (1) cubic yard per week or two (2) yards per bi-weekly period per
19 business.

20 25.3. The Contractor shall furnish standard containers at all commercial sites. Containers shall be
21 picked up and emptied at such times as shall ensure adequate and sanitary refuse removal
22 services at such locations. The containers must be in the standard curbside position and
23 location for fully automated collection.

24 25.4. All waste and recyclables required to be collected by the Contractor under subparagraphs
25 (1) and (2) hereof shall be placed in containers.

26 25.5. All routing and scheduling of trucks used by the Contractor for the pickup of trash and
27 garbage from garbage cans or containers shall be left to the discretion of the Contractor so
28 that the schedule of pickups shall be reasonable and equally spaced during each week and
29 shall assure maximum efficiency of operations.

30 25.6. All containers at residences, businesses and multi-dwellings shall be in a standard curbside
31 location and position approved by the Contractor.

32 25.7. The Contractor shall not be required to, but may, pick up refuse on legal holidays.

33 25.8. Employees of the Contractor shall not be required to expose themselves to the danger of
34 being threatened or attacked by dangerous animals in order to perform their duties
35 hereunder.

36 25.9. The Contractor shall make collections of waste and recyclables with as little disturbance as
37 possible. Waste and recycling containers shall be thoroughly emptied and left at the
38 premises where they are found.

39 25.10. Containers will be owned by the Contractor and will be kept in serviceable condition
40 with respect to normal use by Contractor. Damage or loss of a container by the property
41 owner will be paid for by the property owner. This includes, but is not limited to, fire,
42 overweight, collision, negligence, misuse, defacing or destruction of components, paint and
43 labels.

44 25.11. Property owners will permit and provide Contractor to access container, upon request,
45 to inspect and verify inventory.

46 25.12. The Contractor shall develop and maintain an education and outreach program on
47 waste collection and recycling, including similar information on the Contractor's web site.

- 1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
26. **Standards of Performance:** Failure of the Contractor to collect solid waste materials herein specified for a period in excess of six (6) consecutive scheduled working days or if the Contractor, after receiving written notice, fails to correct any breach of this Contract, shall entitle the Village to negotiate with other Contractors for the operation of said collection service and the Contractor shall be responsible for any reasonable and ordinary costs in having this contract completed and the Contractor shall also be responsible for consequential damages. The Village or the contractor may terminate this agreement and all further performance under this contract upon substantial breach by the other of any material provision of this agreement, which is not cured within thirty (30) days of the provision of written notice relating to and describing such breach. In the event the breaching party has taken action to correct the alleged breach, which is not fully implemented within such thirty (30) day period, the notice to terminate shall extend to a reasonable period for the changes to be fully implemented.
27. **Bankruptcy:** It is agreed that if Contractor is adjudged bankrupt, either voluntarily or involuntarily, then this Contract shall terminate effective on the day and at the time, the Bankruptcy Petition is approved.
28. **Right To Require Performance:** The failure of the Village at any time to require performance by the Contractor of any provisions hereof shall in no way affect the right of the Village thereafter to enforce it. Nor shall waiver by the Village of any breach of such provisions hereof be taken or held to be a waiver of any succeeding breach of such provision or as waiver of any provision itself.
29. **Law to Govern:** This Contract shall be governed by the laws of the State of Wisconsin as to both interpretation and performance.
30. **Compliance with Laws:** The Contractor shall conduct operations under this Contract in compliance with all applicable laws including the Village of Sister Bay Health and Sanitation Ordinance.
31. **Illegal Provisions:** If any provision of the Contract shall be declared illegal, void, or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.
32. **Permits and Licenses:** The Contractor shall obtain at his own expense all permits and licenses required by law or ordinance and maintain same in full force and effect.
33. **Venue:** The venue for any legal disputes shall be Door County Circuit Court State of Wisconsin.
34. **Worker's Compensation Insurance:** The Contractor shall provide and maintain during the life of the Contract, Workmen's Compensation Insurance, in accordance with the Laws of the State of Wisconsin for all its employees. A certificate shall be filed with the Village by the insurance carrier showing such insurance to be in force at all times.
35. **Liability Insurance:** The Contractor shall provide and maintain during the life of the Contract Public Liability and Property Damage Insurance and Umbrella coverage in the following amounts:
- Bodily Injury \$ 500,000 per person
\$ 500,000 per accident
Property Damage \$ 500,000 per accident
Umbrella Liability\$ 1,000,000

1 To protect himself, his agents, and his employees from claims for damages for personal injury,
 2 including wrongful and accidental death and property damage, which may arise from operations
 3 under the Contract, whether such operations are performed by himself or his employees. The
 4 policy or policies shall name the Village as additional insured and shall contain a clause that the
 5 insurer will not cancel or decrease the insurance coverage without first giving the Village thirty (30)
 6 days' notice in writing.
 7

- 8 **36. Indemnity:** The contractor will defend and hold harmless the Village, its officers, trustees,
 9 administrators and employees from any and all claims, demands, damages, costs, expenses and
 10 attorney's fees resulting from injury to person or property related to the work performed by
 11 Contractor or its agents or employees in performance of this contract, and from any claim of
 12 Contractor or any officer or agent thereof related to antitrust or restraint of trade. Contractor shall
 13 indemnify the Village for any expense caused or related to any such claim. The Village reserves
 14 the right to reasonable approval of counsel provided by Contractor in defense of any claims
 15 hereunder.
 16
- 17 **37. Assignment and Sub-Letting:** No assignment of the Contract or any right occurring under this
 18 Contract shall be made in whole or in part by the Contractor without the express written consent
 19 of the Village. In the event of any assignment, the assignee shall assume the liability of the
 20 Contractor. The sale of any beneficial ownership interest in the Contractor, including a majority
 21 interest in outstanding stock of the Contractor, shall be considered an assignment of this contract.
 22
- 23 **38. Books and Records:** The Contractor shall keep records of waste collected and charges therefore for
 24 the current calendar year and prior calendar year. The Village shall have the right to review those
 25 records, which, in any way, pertain to the payments due the Village.
 26
- 27 **39. Point of Contract:** All dealings, contacts, notices between the Contractor and the Village shall be
 28 directed by the Contractor to the Village Administrator.
 29
- 30 **40. Notice:** A letter addressed and sent by Certified United States Mail to either party at its business
 31 address shown as follows, shall be sufficient notice whenever required for any purpose in this
 32 Contract:
 33

34 **VILLAGE OF SISTER BAY**
 35 Administration Building
 36 P. O. Box 769
 37 Sister Bay, WI 54234-0769
 38

GOING GARBAGE & RECYCLING INC.
 P. O. Box 468
 Sister Bay, WI 54234-0468

- 39 **41. Effective Date:** This Contract shall become effective and the Contractor shall begin collection of
 40 solid wastes as covered herein on January 1, 2012.
 41
- 42 **42. Modification:** This Contract constitutes the entire Contract and understanding between the parties
 43 hereto, and it shall not be considered modified, altered, changed, or amended in any respect
 44 unless in writing and signed by the parties hereto.
 45
- 46 **43. Enforcement of Contract:** This Contract may be enforced in a Court of law. Contractor shall be
 47 responsible for all costs of the Village in the enforcement of this contract against Contractor,
 48 including reasonable attorneys fees and court costs and disbursements.
 49
 50

1 WHEREFORE, the Village and the Contractor have executed this Contract this 2nd day of
2 FEBRUARY, 2012.

3
4
5 "Village"
6 Village of Sister Bay

7
8
9 By: Denise L. Bhirido
10 Denise Bhirido, Village President

11
12 Attest:

13
14 Christine M. Sully
15
16 Christine M. Sully,
17 Village Clerk

18
19
20 "Contractor"
21 Going Garbage & Recycling INC.

22
23
24 By: Jeffery L. Johnson
25 Jeffery L. Johnson, President

26
27
28
29
30 Approved as to Form:

31 Robert J. Kufrin
32
33
34 Village Attorney

SOLID WASTE AND RECYCLING CONTRACT 2012-2016
Going Garbage and Recycling Inc.

ATTACHMENT #1

<u>SERVICE</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
1) Curbside combined solid waste and recyclables per pickup	\$4.13	\$4.13	See reference below		
2) Commercial solid waste per one (1) yard pickup	\$5.20	\$5.20	See reference below		
3) Multi-family and residential condominiums meeting the residence requirements recycling per one (1) yard pickup	\$3.66	\$3.66	See reference below		
4) Roll off per ton	\$77.29	\$77.29	See reference below		

Additional Conditions:

Fuel Surcharge Formula : For each \$0.10 per gallon of fuel cost above \$3.80, a one (1) percent increase will be added to the rates above. (example: \$3.90=1%) Fuel surcharge will be adjusted monthly.
 Anytime the fuel surcharge exceeds 3.0% from the base of \$3.80, the Village reserves the right to renegotiate the rates.

The rate charged to customers in excess of the volume paid for by the Village shall not exceed the rate charged to the Village. The contractor shall not charge any container placement, rental or other fees to customers for yard size containers beyond the rates listed above.

Reference: The annual increase in the years 2014-2016 will be the lesser of the allowable percentage increase in the levy as determined by the Department of Revenue for the Village or 50% of the BLS CPI-All Urban Consumers-Midwest Region (CUURO2OOSAO) for the 12 month period ending August of each year.



Village of Sister Bay

BOARD REPORT

Meeting Date 09/20/2016

Item No.: 4

Recommendation:

That the Village Board follows the recommendation of the Utilities Committee and requires that culverts be installed as a part of driveway permitting.

Background:

The Village manages rights of way. As a part of this management, we address storm sewer issues. These issues are managed in one of two ways:

1. Curb and Gutter with curb cuts
2. Ditch and drain tile (culverts)

The Village has no clear mechanism at the moment to address culverts. We replace or reset them as a part of streets resurfacing, but do not routinely clean them, as they are the responsibility of the property owner.

Some "well meaning" property owners will even fill them in to make it easier to mow grass. This will create problems with drainage across properties or spilling over the roadway as water backs up.

Staff proposes to incorporate "culvert installation" as a requirement of driveway permits, where appropriate.

Fiscal Impact: None at this time. May save thousands on future street projects and storm water management costs.

Respectfully submitted,

Zeke Jackson
Village Administrator



Village of Sister Bay Board Report

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

Meeting Date: 9/20/2016
Item No.: 7

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

Bills By Type	Amount	Total
Village bills prepaid	\$ 83,095.82	
Bank fees & bills paid electronically	175.22	
<i>Village Total</i>		\$ 83,271.04
Marina bills prepaid	\$ 21,722.69	
Marina sales tax	3,813.86	
Marina credit card fees	1,374.84	
<i>Marina Total</i>		\$ 26,911.39
Ice Rink Fund bills	\$ 342.51	
Ice Rink Sales Tax	-	
<i>Minor Funds Total</i>		\$ 342.51
Debt Service Village	\$ -	
Marina	51,983.21	
Utilities	-	
<i>Debt Service Total</i>		\$ 51,983.21
CIP/TIF bills prepaid	\$ 272,395.40	
<i>CIP/TIF total</i>		\$ 272,395.40
Utility bills prepaid	\$ 72,184.83	
Bank fees & bills paid electronically		
<i>Utility total</i>		\$ 72,184.83
Net payroll: 8/19, 9/2, 9/16	\$ 71,907.40	
State taxes paid online in August	3,079.41	
Retirement paid online in August	6,180.07	
<i>Payroll/taxes total</i>		\$ 81,166.88
TOTAL ALL BILLS		\$ 588,255.26

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
13260	BHIRDO'S BY THE BAY	MAY 16	vehicle fuel allocation	05/31/2016	99.62	99.62	09/09/2016
			vehicle fuel allocation		146.66	146.66	09/09/2016
			vehicle fuel allocation		30.44	30.44	09/09/2016
Total 13260					276.72	276.72	
17506	CELLCOM	289202	cellphones	08/05/2016	91.79	91.79	08/18/2016
			cellphones		135.14	135.14	08/18/2016
			cellphones		28.05	28.05	08/18/2016
Total 17506					254.98	254.98	
17528	CON-TRONIX ENVIRONMENTAL SERV	1970SB	computer support	08/31/2016	90.00	90.00	09/09/2016
			computer support		132.50	132.50	09/09/2016
			computer support		27.50	27.50	09/09/2016
Total 17528					250.00	250.00	
20465	DOOR LAWN MAINTENANCE & SECUR	AUG 2016	Lawn Maintenance	08/30/2016	235.80	235.80	09/09/2016
			Lawn Maintenance		347.15	347.15	09/09/2016
			Lawn Maintenance		72.05	72.05	09/09/2016
Total 20465					655.00	655.00	
20513	ENERGENECS INC	0032545-IN	collection system - grinder pump	08/23/2016	2,484.05	2,484.05	09/09/2016
Total 20513					2,484.05	2,484.05	
30641	FRONTIER COMMUNICATIONS	AUG16	plant phones	08/25/2016	71.00	71.00	09/09/2016
			plant phones		71.00	71.00	09/09/2016
		JULY 16 TEL	telemetry allocation	08/19/2016	5.44	5.44	08/30/2016
			telemetry allocation		5.44	5.44	08/30/2016
			telemetry allocation		2.72	2.72	08/30/2016
Total 30641					155.60	155.60	
30750	GOING CO INC	AUG 16	WWTP rubbish disposal	09/01/2016	292.96	292.96	09/09/2016
Total 30750					292.96	292.96	
31805	HAMMERSMITH TV	10071485	office supplies - thumb drive	07/27/2016	1.98	1.98	08/18/2016
			office supplies - thumb drive		6.48	6.48	08/18/2016
			office supplies - thumb drive		9.53	9.53	08/18/2016
Total 31805					17.99	17.99	
31816	HAWKINS INC	3934062 RI	chemicals - #3well	08/11/2016	461.25	461.25	08/30/2016
		3940046RI	chlorine scales #1 & #2 Wells	08/23/2016	5,741.05	5,741.05	09/09/2016
Total 31816					6,202.30	6,202.30	
40950	INNOVATIVE PRINTING LLC	21454	printing - envelopes	08/15/2016	26.64	26.64	09/09/2016
			printing - envelopes		39.22	39.22	09/09/2016
			printing - envelopes		8.14	8.14	09/09/2016
Total 40950					74.00	74.00	
40963	ITU ABSORB TECH	6647736	WWTP RUGS	08/30/2016	74.90	74.90	09/09/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 40963					74.90	74.90	
41090	JUNGWIRTH'S ACE HARDWARE	AUG 16	8' ladder general use	08/31/2016	57.60	57.60	09/09/2016
			tools/equip-misc gen; truck garden nozzle		13.81	13.81	09/09/2016
			8' ladder general use		89.55	89.55	09/09/2016
			pest control		3.98	3.98	09/09/2016
			fixed equip maint; fixed equip		20.46	20.46	09/09/2016
			8' ladder general use; truck garden nozzle		18.59	18.59	09/09/2016
			misc other supplies		7.96	7.96	09/09/2016
			equip maint		13.99	13.99	09/09/2016
		JULY 16	weed whip line, tools minor equip x2	07/31/2016	27.47	27.47	08/18/2016
			truck maint		7.58	7.58	08/18/2016
			misc tools, weed whip line for plant		67.90	67.90	08/18/2016
			plant weed killer		45.99	45.99	08/18/2016
			WWTP general use		15.48	15.48	08/18/2016
			plant office supplies		3.77	3.77	08/18/2016
			tools/minor equip, weed whip line for plant		45.21	45.21	08/18/2016
			coll system dirt, return trash cans		4.20	4.20	08/18/2016
			lift stations, sump pump/FCLS		10.28	10.28	08/18/2016
			storm sewer/swamp pump VILLAGE		7.98	7.98	08/18/2016
Total 41090					461.80	461.80	
41205	LAMPERT'S	20385860	plant/backside maintenance	08/03/2016	4.01	4.01	09/09/2016
Total 41205					4.01	4.01	
41212	ROBERT E LEE & ASSOC INC	70939	engineering - annual specs update	08/26/2016	2,728.80	2,728.80	09/09/2016
Total 41212					2,728.80	2,728.80	
41301	MAREK & ASSOCIATES	10401	gloves	08/29/2016	165.00	165.00	09/09/2016
			safety clothing - RAIN JACKET		27.90	27.90	09/09/2016
			safety clothing - RAIN BIBS		21.75	21.75	09/09/2016
			FREIGHT		8.66	8.66	09/09/2016
			FREIGHT		2.59	2.59	09/09/2016
Total 41301					225.90	225.90	
51315	MIDWEST METER INC	0080856-IN	100 - 3/4 M Meter PL Base	08/19/2016	4,300.00	4,300.00	08/30/2016
			100 - 3/4" Orion M-25 transmitters		13,900.00	13,900.00	08/30/2016
			200 - gaskets		60.00	60.00	08/30/2016
Total 51315					18,260.00	18,260.00	
51400	NCL OF WISCONSIN INC	377314	WWTP lab supplies	08/17/2016	121.37	121.37	08/30/2016
		377875	NEW STILL	08/26/2016	5,091.90	5,091.90	09/09/2016
Total 51400					5,213.27	5,213.27	
51435	NORTH WOODS SUPERIOR CHEMICAL	133391	salt	08/08/2016	66.86	66.86	08/18/2016
			LS maint		370.42	370.42	08/18/2016
			soap		91.41	91.41	08/18/2016
		BAL8/31/16	FREIGHT FROM INV 133391	08/31/2016	8.16	8.16	09/09/2016
			FREIGHT FROM INV 133391		43.94	43.94	09/09/2016
			FREIGHT FROM INV 133391		10.67	10.67	09/09/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 51435				591.46	591.46	
51436	NORTHERN LAKE SERVICES INC	300390	WWTP sample testing	08/18/2016	30.00	30.00	08/30/2016
	Total 51436				30.00	30.00	
61630	PIGGLY WIGGLY	AUG 16	distilled water	09/02/2016	8.91	8.91	09/09/2016
			distilled water		9.90	9.90	09/09/2016
	Total 61630				18.81	18.81	
61640	QUALITY STATE OIL INC	2733489	MOBIL 600W SUPER CYLINDER	08/12/2016	82.52	82.52	09/09/2016
	Total 61640				82.52	82.52	
71925	SISTER BAY AUTO	AUG16	vehicle maintenance	08/25/2016	51.78	51.78	09/09/2016
			vehicle maintenance		76.93	76.93	09/09/2016
			vehicle maintenance		19.24	19.24	09/09/2016
	Total 71925				147.95	147.95	
72054	USA BLUEBOOK	033548	lift station switch	08/12/2016	87.95	87.95	08/30/2016
			circular chart		375.50	375.50	08/30/2016
			safety supplies - ear plugs, hats, and cones		6.48	6.48	08/30/2016
			safety supplies - ear plugs, hats, and cones		9.53	9.53	08/30/2016
			safety supplies - ear plugs, hats, and cones		1.98	1.98	08/30/2016
			distribution system valve		115.90	115.90	08/30/2016
			freight		5.63	5.63	08/30/2016
			freight		24.02	24.02	08/30/2016
			freight		.41	.41	08/30/2016
			freight		.61	.61	08/30/2016
			freight		.13	.13	08/30/2016
			freight		7.41	7.41	08/30/2016
	Total 72054				635.55	635.55	
73007	VOIGHT'S COUNTY WALK BP	STMT 1383	gas	09/02/2016	.00		
			gas		179.35	179.35	09/09/2016
			gas		.00		
		STMT 1383 B	gas	09/02/2016	120.72	120.72	09/09/2016
			gas		44.83	44.83	09/09/2016
	Total 73007				344.90	344.90	
82351	WIS PUBLIC SERVICE	AUG16	electricity - water system	08/24/2016	790.44	790.44	09/09/2016
			electricity - wastewater plant		4,317.58	4,317.58	09/09/2016
			electricity - collection		369.74	369.74	09/09/2016
		JULY 16	electricity - water system	08/15/2016	894.04	894.04	08/30/2016
			electricity - water system		298.01	298.01	08/30/2016
	Total 82351				6,669.81	6,669.81	
82356	WVOA	CLASS 081116	Lab training PJ	08/18/2016	15.00 -		
			Lab training PJ		15.00 -		
			Lab training DA		15.00 -		
			Lab training DA		15.00 -		
		MEETING 081816	training BL	08/18/2016	25.00 -		
			training DA		25.00 -		

SISTER BAY UTILITIES

Payment Approval Report - Utilities
Input Date(s): 08/13/2016 - 09/15/2016Page: 4
Sep 15, 2016 11:17am

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
			training PJ		25.00 -		
		REGOPMTG	training DA	08/18/2016	25.00	25.00	08/18/2016
			training PJ		25.00	25.00	08/18/2016
			training BL		25.00	25.00	08/18/2016
	Total 82356				60.00 -	75.00	
100004	AUGUST WINTER & SONS, INC.	282-16-01-02	PRELIMINARY TREATMENT MODIFICA	08/31/2016	5,700.00	5,700.00	09/09/2016
		ACT 282-16-01	PRELIMINARY TREATMENT MODIFICA	08/04/2016	3,705.00	3,705.00	08/18/2016
	Total 100004				9,405.00	9,405.00	
100005	BIGELOW RENTALS	REFUND	OVERPAYMENT ON TERMINATION	08/17/2016	104.29	104.29	08/18/2016
	Total 100005				104.29	104.29	
100006	PREMIER REAL ESTATE MGMT	REFUND	OVERPAYMENT 8084.00	08/17/2016	36.23	36.23	08/18/2016
			OVERPAYMENT 8073.00		31.69	31.69	08/18/2016
			OVERPAYMENT 3276.00		99.60	99.60	08/18/2016
			OVERPAYMENT 3277.00		95.09	95.09	08/18/2016
			OVERPAYMENT 3273.00		102.62	102.62	08/18/2016
	Total 100006				365.23	365.23	
100007	OFFICE DEPOT	859597221001	FILE CABINETS	08/24/2016	62.87	62.87	09/09/2016
			FILE CABINETS		92.55	92.55	09/09/2016
			FILE CABINETS		19.21	19.21	09/09/2016
	Total 100007				174.63	174.63	

Total Paid: 56,277.43
Total Unpaid: 135.00 -
Grand Total: 56,142.43

Dated: September 15, 2016

Staff: Sasha M. Kass

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	30840	maintenance - marina lighthouse	08/01/2016	211.80	211.80	08/18/2016
		30842	Street Lights - Maintenance Mill Rd	08/01/2016	352.21	352.21	08/25/2016
			Loc. Underground Wires - Street Maint.		95.00	95.00	08/25/2016
Total 10005					659.01	659.01	
10007	ACTION APPRAISERS INC	1682	Assessor	09/01/2016	2,875.00	2,875.00	09/09/2016
Total 10007					2,875.00	2,875.00	
10110	AFLAC	532182	Employee-funded premium	08/12/2016	317.84	317.84	08/18/2016
Total 10110					317.84	317.84	
10114	AFTER DARK	MF 2016	Marina Fest Band Fee	08/31/2016	3,000.00	3,000.00	09/02/2016
Total 10114					3,000.00	3,000.00	
12228	BLUE TARP FINANCIAL INC	35979012	Water pump for watering flowers	08/12/2016	184.97	184.97	08/25/2016
Total 12228					184.97	184.97	
13260	BHIRDO'S BY THE BAY	16101	Cleaning Supplies - Marina	08/29/2016	2.78	2.78	09/02/2016
			Propane For Gas Grill		21.62	21.62	09/02/2016
			Marina Gas - July		48.43	48.43	09/02/2016
		MAY JUNE 16	Village Gas - May & June, 2016	08/01/2016	608.86	608.86	09/02/2016
Total 13260					681.69	681.69	
14309	CARDMEMBER SERVICE	AUGUST 16	Postage - Mailing of Sense PH Notices	08/29/2016	97.05	97.05	09/02/2016
			Postage-Mailing Docs to LGUD - WTR		2.45	2.45	09/02/2016
			Postage-Mailing Docs to LGUD - WWT		3.60	3.60	09/02/2016
			Postage-Mailing Docs to LGUD - WWC		.75	.75	09/02/2016
			Postage-Mailing of Enf. Ltrs.		12.94	12.94	09/02/2016
			Lodging SB-Civics Symp. 9/15/16		56.47	56.47	09/02/2016
			Lodging SB-Civic Symp 9/15/16 WTR		20.33	20.33	09/02/2016
			Lodging SB-Civic Symp 9/15/16 WWT		29.93	29.93	09/02/2016
			Lodging SB-Civic Symp 9/15/16 WWC		6.21	6.21	09/02/2016
			Reg. Fee - SB - Civic Symp - Village		105.00	105.00	09/02/2016
			Reg. Fee - SB - Civic Symp - WTR		37.80	37.80	09/02/2016
			Reg. Fee - SB - Civic Symp - WWT		55.65	55.65	09/02/2016
			Reg. Fee - SB - Civic Symp - WWC		11.55	11.55	09/02/2016
			Recognition - Gift Card For JV		100.00	100.00	09/02/2016
			Post. Costs - Mailing of Water Samples		6.45	6.45	09/02/2016
			WVOA Conf. Reg. Fee - MS		100.00	100.00	09/02/2016
			Post. Costs - Mailing of Blue Prints		3.64	3.64	09/02/2016
			Postage Costs - Mailing of Wtr Samples		6.45	6.45	09/02/2016
			Postage Costs - Mailing of Wtr Samples		6.45	6.45	09/02/2016
			Post. Costs - Mailing of MF Don. Ltrs.		705.00	705.00	09/02/2016
			Lunch w/Auditors On 7/21/16		33.66	33.66	09/02/2016
			Reg Fee-SB-WRWA Conf on 9/21/16		103.95	103.95	09/02/2016
			Postage Costs - Mailing of Wtr Samples		6.45	6.45	09/02/2016
			Employee Outing on 7/20/16		30.18	30.18	09/02/2016
			Admin. Lunch @ Grasse's on 7/22/16		70.00	70.00	09/02/2016
			Admin. Lunch @ Grasse's on 8/18/16		51.65	51.65	09/02/2016
Total 14309					1,663.61	1,663.61	
14310	CAPTAIN COMMODOES INC	29932	Commode rental - Dog Park	08/31/2016	75.00	75.00	09/09/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 14310					75.00	75.00	
17501	CHARTER COMMUNICATIONS	0000047 82316	Sept. Internet Chgs. - Admin. Bldg.	08/23/2016	149.99	149.99	09/02/2016
		AUG-16	internet - Marina	08/13/2016	145.00	145.00	08/25/2016
		JULY-BH	Boathouse - charter TV	08/08/2016	87.01	87.01	08/18/2016
Total 17501					382.00	382.00	
17506	CELLCOM	288918	Cellphone - Marina manager	08/05/2016	38.31	38.31	08/18/2016
			Cellphones - Parks employees		131.30	131.30	08/18/2016
Total 17506					169.61	169.61	
17519	COUNTRY WALK BP-AMOCO	1360	Village gas -	09/02/2016	1,040.83	1,040.83	09/15/2016
Total 17519					1,040.83	1,040.83	
17526	CUMMINS NPOWER LLC	802-57612	Generator maintenance - FS	08/29/2016	389.75	389.75	09/09/2016
Total 17526					389.75	389.75	
17531	CON-TRONIX ENV. SERVICES	1967SB	IT Services - WTR	07/31/2016	565.34	565.34	09/02/2016
			IT Services - WWT		832.31	832.31	09/02/2016
			IT Services - WWC		172.75	172.75	09/02/2016
Total 17531					1,570.40	1,570.40	
20007	DELTA DENTAL OF WIS	939272	Dental insurance	08/25/2016	1,147.43	1,147.43	08/25/2016
Total 20007					1,147.43	1,147.43	
20399	DONOHUE & ASSOC	12032-53	Bayshore Dr engineering	09/01/2016	1,085.00	1,085.00	09/09/2016
Total 20399					1,085.00	1,085.00	
20440	DOMINION VOTING SYSTEMS INC	DVS11575R	Voting Machine Supplies (Paper & Ink)	09/01/2016	27.55	27.55	09/09/2016
		DVS117313	Voting Machine Supplies (Paper & Ink)	08/19/2016	45.85	45.85	09/02/2016
Total 20440					73.40	73.40	
20450	DOOR COUNTY TREASURER	40012347	DCSD Sec. Serv. 7/19, 7/23 & 8/8/16	08/25/2016	300.73	300.73	09/02/2016
Total 20450					300.73	300.73	
20451	DOOR COUNTY HWY DEPT	40012287	Maintenance - Signs - Marina	08/04/2016	243.78	243.78	08/25/2016
			Maintenance - Streets		472.11	472.11	08/25/2016
Total 20451					715.89	715.89	
20453	DOOR COUNTY CO-OP	75637	Weed control	08/03/2016	60.25	60.25	08/18/2016
		75789	Grass seed - Sledding Hill	08/17/2016	1,614.00	1,614.00	08/25/2016
Total 20453					1,674.25	1,674.25	
20460	DOOR COUNTY CLERK'S OFFICE	40012375	WisVote charges	08/31/2016	477.50	477.50	09/09/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 20460					477.50	477.50	
20474	DOOR COUNTY DAILY NEWS.COM	16080694	Marina Fest E-Paper Ad	08/23/2016	416.00	416.00	09/02/2016
		16080710	Marina Fest E-Paper Ad	08/24/2016	104.00	104.00	09/09/2016
		16090328	Marina Fest E-Paper Ad	09/05/2016	416.00	416.00	09/15/2016
Total 20474					936.00	936.00	
20505	EMPLOYEE BENEFITS CORP.	1605925	Dependent Care - FSA	08/11/2016	416.66	416.66	08/18/2016
			FSA fee		50.00	50.00	08/18/2016
		1630041	Dependent Care - FSA	09/12/2016	416.66	416.66	09/15/2016
Total 20505					883.32	883.32	
20507	EAGLE MECHANICAL INC	68354	Test of RP Valves - Marina	08/15/2016	144.25	144.25	09/02/2016
			Test of RP Valves - Sports Complex		72.13	72.13	09/02/2016
Total 20507					216.38	216.38	
20512	EFTPS - ONLINE 941 PAYMENT	PR0813160	PRINT PAPER CHECK TO UPDATE GL	08/18/2016	5,199.42	5,199.42	08/19/2016
			PRINT PAPER CHECK TO UPDATE GL		4.58	4.58	08/19/2016
			PRINT PAPER CHECK TO UPDATE GL		19.58	19.58	08/19/2016
			PRINT PAPER CHECK TO UPDATE GL		1,216.02	1,216.02	08/19/2016
			PRINT PAPER CHECK TO UPDATE GL		4,683.70	4,683.70	08/19/2016
		PR0827160	PRINT PAPER CHECK TO UPDATE GL	09/01/2016	3,807.34	3,807.34	09/02/2016
			PRINT PAPER CHECK TO UPDATE GL		890.42	890.42	09/02/2016
			PRINT PAPER CHECK TO UPDATE GL		2,546.92	2,546.92	09/02/2016
		PR0910160	PRINT PAPER CHECK TO UPDATE GL	09/14/2016	3,704.34		
			PRINT PAPER CHECK TO UPDATE GL		866.36		
			PRINT PAPER CHECK TO UPDATE GL		2,613.11		
Total 20512					25,551.79	18,367.98	
20515	FERRELL GAS	RNT6535020	propane boat house - tank rent	08/25/2016	25.00	25.00	09/09/2016
Total 20515					25.00	25.00	
20599	EVENSON LAUNDRY INC	705386	Entrance mats - Admin Bldg	08/31/2016	28.00	28.00	09/09/2016
			Entrance mats - Fire Station		72.00	72.00	09/09/2016
Total 20599					100.00	100.00	
30609	FASTENAL	105798	Street Maintenance	08/18/2016	11.40	11.40	09/15/2016
			Shop supplies		2.25	2.25	09/15/2016
Total 30609					13.65	13.65	
30620	FIRELINE SPRINKLER	6318-16	FS Annual Sprinkler System Insp.	08/22/2016	536.00	536.00	09/02/2016
Total 30620					536.00	536.00	
30701	FRONTIER	4118-121373-5	Admin. Bldg. Phone 8/25/16-9/24/16	08/25/2016	196.37	196.37	09/02/2016
		7014-052198-5	Sprt Cmplx Phone Chgs (8/25/16-9/24/16)	08/25/2016	44.75	44.75	09/02/2016
		AUG-MARINA	Marina phone	08/07/2016	57.44	57.44	08/18/2016
Total 30701					298.56	298.56	
30704	WISCONSIN MEDIA	10117262	Legal notices - Village	08/27/2016	107.46	107.46	09/09/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 30704					107.46	107.46	
30750	GOING CO INC	123964-V8	garbage - Marina	09/01/2016	341.55	341.55	09/09/2016
			recycling - Marina		40.90	40.90	09/09/2016
		123997V-8A	recycle - Village	09/01/2016	642.84	642.84	09/09/2016
			garbage - Village		11,745.95	11,745.95	09/09/2016
		125521-S8	garbage - Parks Bldg	09/01/2016	99.00	99.00	09/09/2016
		325803-FS8	garbage - Firestation	09/01/2016	48.06	48.06	09/09/2016
Total 30750					12,918.30	12,918.30	
30751	GREAT-WEST	PR0813160	Great West Deferred Comp. DEFERRE	08/18/2016	970.36	970.36	08/19/2016
			Great West Deferred Comp. EMPLOYE		164.64	164.64	08/19/2016
		PR0827160	Great West Deferred Comp. DEFERRE	09/01/2016	970.36	970.36	09/02/2016
			Great West Deferred Comp. EMPLOYE		164.64	164.64	09/02/2016
		PR0910160	Great West Deferred Comp. DEFERRE	09/14/2016	970.36		
			Great West Deferred Comp. EMPLOYE		164.64		
Total 30751					3,405.00	2,270.00	
30753	GREAT LAKES TV SEAL INC	17739	Vortex Chamber Cleaning	08/25/2016	2,390.75	2,390.75	09/02/2016
Total 30753					2,390.75	2,390.75	
31809	HSABANK	AUGUST 16	Emp. Pd. HSA Contributions - August	09/01/2016	633.12	633.12	09/02/2016
Total 31809					633.12	633.12	
31815	HERLACHE SMALL ENGINE INC	135213	leaf blower repair	07/06/2016	43.00	43.00	08/25/2016
		135493	weed wacker repair	08/02/2016	41.56	41.56	08/18/2016
Total 31815					84.56	84.56	
31818	JIM HIRSCHMILLER	82216	Safety shoes	08/22/2016	23.78	23.78	08/25/2016
			Work clothes reimb		19.97	19.97	08/25/2016
Total 31818					43.75	43.75	
40956	INNOVATIVE PRINTING LLC	21352	Printing of Water Quality Report - WTR	07/25/2016	140.40	140.40	09/02/2016
			Printing of Water Quality Report-WWT		206.70	206.70	09/02/2016
			Printing of Water Quality Report-WWC		42.90	42.90	09/02/2016
		21495	Way Finding Maps	08/15/2016	135.00	135.00	08/25/2016
		21496	Way Finding Reports	08/15/2016	35.00	35.00	08/25/2016
		21554	Business Cards - Nicole	07/25/2016	55.00	55.00	09/15/2016
		21555	Reservation Cards - Marina	07/25/2016	45.00	45.00	09/15/2016
		21657	Envelopes - Marina	08/15/2016	23.00	23.00	09/15/2016
Total 40956					683.00	683.00	
40963	INSPECTION SPECIALIST LLC	AUGUST 16	Building Inspection	08/31/2016	247.50	247.50	09/15/2016
		JULY16	Building Inspection	08/01/2016	265.50	265.50	08/18/2016
Total 40963					513.00	513.00	
41001	MATTHEW JACKSON	816	Cell Phone Reimb.	08/17/2016	83.42	83.42	08/18/2016
			Meeting mileage		59.40	59.40	08/18/2016
		9216	Cell Phone Reimb.	09/02/2016	83.56	83.56	09/09/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 41001				226.38	226.38	
41003	J. F. CONSTRUCTION INC	PAY 1	Stony Ridge Payment 1	08/15/2016	12,307.13	12,307.13	09/15/2016
	Total 41003				12,307.13	12,307.13	
41090	JUNGWIRTH'S ACE HARDWARE	JULY16	Maintenance - Admin Bldg	07/31/2016	13.98	13.98	08/18/2016
			Maintenance - Village Hall		2.99	2.99	08/18/2016
			Maintenance - Pavilion		4.49	4.49	08/18/2016
			supplies - Custodial		24.95	24.95	08/18/2016
			supplies - Medical/Safety - Village		5.99	5.99	08/18/2016
			supplies - Shop supplies		8.48	8.48	08/18/2016
			Tools/Minor Equip - Village		47.97	47.97	08/18/2016
			Maintenance - Parks		17.48	17.48	08/18/2016
			Seasonal Decorations		3.49	3.49	08/18/2016
			Fert. For Flowers & Decorative Plants		25.98	25.98	08/18/2016
			Maintenance - Lawn		2.76	2.76	08/18/2016
			Maintenance - Parks bldgs		3.58	3.58	08/18/2016
			Maintenance - Info Booth		.59	.59	08/18/2016
			Maintenance - Equipment Village		14.04	14.04	08/18/2016
			supplies - Office Marina		96.60	96.60	08/18/2016
			supplies - Custodial Marina		27.98	27.98	08/18/2016
			supplies - Marina - Misc		33.99	33.99	08/18/2016
			Maintenance - Dock Building		69.98	69.98	08/18/2016
			Maintenance - Dock		45.82	45.82	08/18/2016
			BSD - Reconstruction		102.18	102.18	08/18/2016
	Total 41090				553.32	553.32	
41131	KURT KNUDSON HEATING & AC	1694	A/C repairs - Post Office	07/27/2016	152.58	152.58	08/18/2016
	Total 41131				152.58	152.58	
41205	LAMPERT'S LUMBER	20379598	Maintenance - Post Office Door	06/06/2016	134.99	134.99	08/18/2016
		20382062	Beach Project - Hand Rail	06/28/2016	196.68	196.68	08/18/2016
		20382342	Beach Project - Hand Rail	06/30/2016	14.28	14.28	08/18/2016
		20382463	Maintenance Streets	07/01/2016	64.95	64.95	08/18/2016
		20382946	Maintenance - Parks	07/07/2016	75.78	75.78	08/18/2016
		20383350	Maintenance - Parks	07/11/2016	92.99	92.99	08/18/2016
		20383732	Maintenance - Parks	07/14/2016	18.42	18.42	08/18/2016
		20383769	Maintenance - Parks	07/14/2016	3.99	3.99	08/18/2016
		20383888	Rent Stump Grinder	07/15/2016	54.00	54.00	08/18/2016
		20383890	Maintenance - equipment	07/15/2016	8.58	8.58	08/18/2016
		20384488	Maintenance - Dock	07/21/2016	51.01	51.01	08/18/2016
		AUGUST 16	Cement Mix For Planter Repair Project	08/25/2016	14.68	14.68	09/02/2016
			Blacktop Patch - Pot Hole Repairs		64.95	64.95	09/02/2016
			Posts For 15 Min. Pking Signs		56.13	56.13	09/02/2016
			Posts For Mutt Mitt Disp. & Signs		38.79	38.79	09/02/2016
			Mat. For Beach Ft. Wash Stations		78.60	78.60	09/02/2016
			Posts For Marina Pking Signs		20.36	20.36	09/02/2016
			Mat. For Beach Ft. Wash Stations		78.60	78.60	09/02/2016
			Patio Bock For Beach Ft. Wash Stations		1.70	1.70	09/02/2016
			Mat. For Beach Ft. Wash Stations		43.61	43.61	09/02/2016
			Repl. Boards For Picnic Tables		16.24	16.24	09/02/2016
			Treated Posts For Street Signs		12.93	12.93	09/02/2016
			Treated Posts For Park Signs		28.12	28.12	09/02/2016
			Treated Lumber For Dock Repairs		12.63	12.63	09/02/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41205					1,183.01	1,183.01	
41212	ROBERT E LEE & ASSOC INC	70847	Gokey - Mill Rd Condo review	08/15/2016	419.25	419.25	08/25/2016
			Al Johnson's Plan review		84.25	84.25	08/25/2016
		70848	Parking lot layouts - Mill Rd	08/15/2016	325.75	325.75	08/25/2016
		70849	Engineering Services - Braun Property	08/15/2016	1,035.00	1,035.00	08/25/2016
		70850	Braun prop parking lot engineering	08/15/2016	1,100.00	1,100.00	08/25/2016
Total 41212					2,964.25	2,964.25	
41218	AIRGAS	9054507155	Acetylene For Mem. Bench Project	08/17/2016	74.42	74.42	09/02/2016
Total 41218					74.42	74.42	
41290	LUNDQUIST PLUMBING INC	21085	Hendrickson park restroom	08/01/2016	598.37	598.37	08/18/2016
		21128	Marina lighthouse repair	08/01/2016	201.04	201.04	08/18/2016
Total 41290					799.41	799.41	
41316	MARCO INC	19214780	General Copier/Fax Charges - August	08/12/2016	522.07	522.07	09/02/2016
			Marina Copier/Fax Charges - August		7.04	7.04	09/02/2016
			Ut. Copier/Fax Chgs. - August - WTR		19.64	19.64	09/02/2016
			Ut. Copier/Fax Chgs. - August - WWT		29.18	29.18	09/02/2016
			Ut. Copier/Fax Chgs. - August - WWC		7.30	7.30	09/02/2016
			Admin. Copier/Fax Chgs. - August		57.18	57.18	09/02/2016
Total 41316					642.41	642.41	
41319	MAY'S SPORT CTR	118602	Toro lawnmower - oil filters	09/07/2016	31.80	31.80	09/15/2016
Total 41319					31.80	31.80	
41322	MC CLONE	251302	General Liability - Village	09/01/2016	1,215.81	1,215.81	09/15/2016
			General Liability - Marina		356.19	356.19	09/15/2016
			General Liability - Ice Rink		63.04	63.04	09/15/2016
			General Liability - Utilities		457.55	457.55	09/15/2016
			General Liability - Utilities		673.61	673.61	09/15/2016
			General Liability - Utilities		139.81	139.81	09/15/2016
			Auto Ins. - Village		758.33	758.33	09/15/2016
			Auto Ins. - Marina		151.67	151.67	09/15/2016
			Auto Ins. - Utilities		163.80	163.80	09/15/2016
			Auto Ins. - Utilities		241.15	241.15	09/15/2016
			Auto Ins. - Utilities		50.05	50.05	09/15/2016
			W/C - Board		22.44	22.44	09/15/2016
			W/C - Admin.		147.19	147.19	09/15/2016
			W/C - Parks		3,532.42	3,532.42	09/15/2016
			W/C - Marina		1,340.45	1,340.45	09/15/2016
			W/C - Ice Rink		279.47	279.47	09/15/2016
			W/C - Utilities Water		926.93	926.93	09/15/2016
			W/C - Utilities Wastewater		2,228.56	2,228.56	09/15/2016
			W/C - Utilities Collection		462.53	462.53	09/15/2016
Total 41322					13,211.00	13,211.00	
42107	LA VINE'S ICE LLC	83116	Marina - ice	08/31/2016	458.10	458.10	09/15/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
					458.10	458.10	
Total 42107							
51346	MTAW	090216	Annual Membership For Tasha Rass	09/02/2016	25.00	25.00	09/02/2016
Total 51346					25.00	25.00	
51435	NORTHLAND RECREATION LLC	821	New swing +parts	08/24/2016	69.60	69.60	09/15/2016
Total 51435					69.60	69.60	
61536	OFFICE DEPOT CREDIT PLAN	JULY 16	Office Supplies - village	08/01/2016	47.16	47.16	08/25/2016
			Office Supplies - utilities		31.66	31.66	08/25/2016
			Office Supplies - utilities		46.60	46.60	08/25/2016
			Office Supplies - utilities		9.68	9.68	08/25/2016
			Office Supplies - marina		123.63	123.63	08/25/2016
			Printer - Marina		360.47	360.47	08/25/2016
			Envelopes - reimb by Janal		41.89	41.89	08/25/2016
Total 61536					661.09	661.09	
61540	OFFICE DEPOT	853669115001	File Cabinets For Ut. Cl. Office - WTR	07/28/2016	125.73	125.73	09/02/2016
			Filing Cabinets For Ut. Cl. Office - WWT		185.11	185.11	09/02/2016
			Filing Cabinets For Ut. Cl. Office - WWC		38.42	38.42	09/02/2016
		855276748001	Cr. For Dam. File Cab. Return - WTR	08/16/2016	62.87 -	62.87 -	09/02/2016
			Cr. For Dam. File Cab. Return - WWT		92.55 -	92.55 -	09/02/2016
			Cr. For Dam. File Cab. Return - WWC		19.21 -	19.21 -	09/02/2016
Total 61540					174.63	174.63	
61620	PASCHKE DRILLING & BLASTING	072116	Pay Req. #1 - Stony Ridge Blasting	07/21/2016	23,395.97	23,395.97	09/02/2016
		081816	Pay Req. #2 - Stony Ridge Blasting	08/18/2016	35,104.03	35,104.03	09/02/2016
Total 61620					58,500.00	58,500.00	
61630	PIGGLY WIGGLY	011005130834	Election	08/09/2016	9.60	9.60	09/09/2016
		021021741425	Utilities - Distilled Water	08/09/2016	31.68	31.68	09/09/2016
Total 61630					41.28	41.28	
61633	PINKERT LAW FIRM LLP	JULY 16	Gen. Legal Issues - July	07/31/2016	697.83	697.83	09/02/2016
			Legal Services - RE: SBYC - July		636.00	636.00	09/02/2016
			Legal Services - RE: Gokey - July		1,983.83	1,983.83	09/02/2016
			Legal Services - RE: Quarry - July		300.33	300.33	09/02/2016
			Legal Serv. - RE: Beach Project - July		132.51	132.51	09/02/2016
Total 61633					3,750.50	3,750.50	
61637	PITNEY BOWES	3301334868	3rd Qtr. Post. Meter Rent - Village	08/31/2016	71.17	71.17	09/02/2016
			3rd Qtr. Post. Meter Rent - Marina		1.52	1.52	09/02/2016
			3rd Qtr. Post. Meter Rent - WTR		28.37	28.37	09/02/2016
			3rd Qtr. Post. Meter Rent - WWT		40.46	40.46	09/02/2016
			3rd Qtr. Post. Meter Rent - WWC		7.82	7.82	09/02/2016
Total 61637					149.34	149.34	
61801	RENT-A-TENT INC	MF 2016	Tent Rental - Marina Fest	09/02/2016	1,050.00	1,050.00	09/02/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
					1,050.00	1,050.00	
61937	PTM DOCUMENT SYSTEMS INC	38510	W2 1099 forms	08/29/2016	87.98	87.98	09/09/2016
			W2 1099 forms		26.02	26.02	09/09/2016
			W2 1099 forms		5.59	5.59	09/09/2016
			W2 1099 forms		8.24	8.24	09/09/2016
			W2 1099 forms		1.71	1.71	09/09/2016
					129.54	129.54	
71891	SECURIAN FINANCIAL GROUP INC	002832L-10	Life Insurance	09/06/2016	414.32	414.32	09/09/2016
					414.32	414.32	
71926	SISTER BAY SEWER & WATER	1414	Marina - Pedestal valve repair	08/09/2016	80.36	80.36	08/25/2016
		1416	Reimb. For Storm Sewer Work	08/30/2016	497.77	497.77	09/02/2016
		1421	New backflow breaker on lighthouse	08/31/2016	26.79	26.79	09/15/2016
					604.92	604.92	
71938	STANDARD INSURANCE CO	SEPT16	Long term disability	08/17/2016	353.28	353.28	08/25/2016
					353.28	353.28	
71982	CHRISTY SULLY	91516	travel reimb - elections	09/14/2016	36.72	36.72	09/15/2016
					36.72	36.72	
71983	SPIELBAUER FIREWORKS CO INC	16SI3489	Fireworks - Marina Fest	01/20/2016	5,500.00	5,500.00	09/02/2016
					5,500.00	5,500.00	
71986	SUMMIT SUPPLY	78822	Marina dog bag supplies	07/27/2016	755.50	755.50	08/18/2016
			Dog Park supplies		589.60	589.60	08/18/2016
					1,345.10	1,345.10	
72000	SAFELITE AUTO GLASS	01867 491269	Patch For Window on Little Blue Trk	08/26/2016	78.93	78.93	09/02/2016
		05170-172392	Windshield chip repair	08/30/2016	78.93	78.93	09/15/2016
					157.86	157.86	
72029	TOWN OF SEVASTOPOL	2016-087	Video Recording of 8/16/16 VB Mtg.	08/26/2016	150.00	150.00	09/02/2016
					150.00	150.00	
72051	TRUGREEN*CHEMLAWN	51297726	Lawn treatment	07/20/2016	2,052.00	2,052.00	08/18/2016
					2,052.00	2,052.00	
72059	UNITED HEALTH CARE	41442999	Health Insurance	08/18/2016	13,091.42	13,091.42	08/25/2016
					13,091.42	13,091.42	
73003	VERIZON NORTH	66188322	Village phone - long distance	09/10/2016	31.95	31.95	09/15/2016
			Marina Phone - long distance		13.07	13.07	09/15/2016



Village of Sister Bay

BOARD REPORT

Meeting Date: 09/20/16

Item No.: 8

Activities:

Beach-

After examining wave action on the drainage outfall pipes, JJR and Village Staff have notice impactation by small stones. We have reviewed a myriad of solutions, and are moving ahead with the placement of a few stones as a breakwater this fall. This is covered under our existing marine construction permit. JJR will coordinate the effort with Death's Door Marine to complete the installation.

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. The Plan Commission has granted architectural approval of the multifamily 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. The Finance Committee has recommended that we sit this item to the side for the 2017 budget. There will likely be additional costs in the future if this is done for repermitting and any applicable code driven redesigns.

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. Engineering is finalized and we are hoping to have bids for your consideration at the October 4th Board meeting. Construction is proposed to commence immediately after Fall Fest.

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- The budget is well under way at the moment.

Respectfully submitted,

Zeke Jackson
Village Administrator

- 1 employees and 2-4 hours are worked each of those weekends. In addition, all employees
2 work between 12 and 20 hours on Fall Fest weekend.
- 3 3. Account #53125 – Insurance, Medical: In 2016, medical insurance premiums were budgeted
4 at a 65/35 split. The Village actually paid 85% of employee premiums and 65% of
5 dependent premiums resulting in the low budget total for employees.
- 6 4. Account #53145 – Insurance, Workers Comp: The mod factor for the Village is increasing
7 from 1.19 to 1.59. Workers Compensation rates have increased regardless of the fund.
- 8 5. Account #53192 – Parks to Marina Transfer: The transfer in the Marina budget in 2016 was a
9 total of \$8,498. In 2017, the Parks Committee recommends reverting to allocation of actual
10 hourly wages to other funds. The payroll software is capable of this and it is more accurate
11 than a percentage allocation.
- 12 6. Account #53215 – Uniforms and Clothing: In accord with the Employee Handbook, U&C
13 was calculated as \$400 per full-time employee, \$50 per employee for work gloves, and a
14 lump sum of \$250 for seasonal employees for shirts.
- 15 7. Account #53470 – Recreation Equip/Supplies: An expense was budgeted for new
16 playground equipment.
- 17 8. Account #53480 – Street Light Bulbs: Expense was increased because the new lightbulbs cost
18 about \$29 each and current inventory is low.
- 19 9. Account #53555 – Special Events Costs: In the past, the General Fund coordinated more
20 special events in the Village such as the car show and rummage sale. Those events have
21 been mostly turned over to the SBAA. As a result, budget was lowered.
- 22 10. Account #53631 – Seasonal Decorations: Additional expense was budgeted in 2017 for new
23 Christmas lights in the Village.
- 24 11. Account #53635 – Lawn Maintenance: The lawn maintenance contract in 2017 is estimated
25 to be approximately \$10,000. Additional expense is budgeted for normal miscellaneous lawn
26 maintenance expense.
- 27 12. Account #53650 – Storm Drainage System: There is an increased need for repairs to the
28 storm drainage system. In addition, periodically, the vortech units need to be cleaned. This
29 has been scheduled for 2017.
- 30 13. Account #53671 – Garbage Cans: Due to the needs for more garbage cans in the Parks and at
31 the Beach, an increase in the expenditure for garbage cans was budgeted.

32 **PUBLIC PARKING/TRANSPORTATION**

33 The Parks Committee recommended the addition of revenues and expenses to the General Fund
34 related to the proposed Sister Bay Trolley. Revenues are recorded in General Revenues under
35 accounts #46744 and #46745. Expenses are recorded in the Parks budget. The part-time wages for a
36 trolley operator are recorded in #53106 and the remainder of the expenses are recorded in section
37 #53900.

1 *Duffy noted that in light of the Village's current debt load he simply cannot justify spending \$45,000 on a*
 2 *trolley which will basically only be used on a limited term basis during "the season".*

3 *It was the consensus that Jackson shall do a cost analysis with respect to a reduced use period for the trolley and*
 4 *present that information at a future meeting of the Finance Committee.*

5 **CAPITAL**

6 1. The Parks Committee concurs with the following expected capital outlays in 2017 that were
 7 approved by the Finance Committee:

- 8 a. \$8500 for new lawnmower
 9 b. \$6000 for a Tarzan boat
 10 c. \$3000 for a slide on the swim dock
 11 d. \$45,000 for a truck
 12 e. Up to \$5612.22 for a snow making machine

13 2. The Parks Committee requests the following additions to capital outlay in 2017:

- 14 a. \$14,000 for a UTV (allocation of an additional \$7000 to Vehicle Replacement)
 15 b. Additional allocation of \$10,000 to Various Parks Projects

16 *A motion was made by Bhirdo, seconded by Lineau that the draft 2017 budget for the Parks*
 17 *Department which was reviewed at this meeting be amended in such fashion that any and all revenues*
 18 *and expenditures related to the trolley are deleted. Motion carried – All ayes.*

19
 20 *A motion was made by Bhirdo, seconded by Lienau that the Finance Committee recommends that the*
 21 *draft 2017 budget for the Parks Department which was reviewed at this meeting be approved as*
 22 *amended. Motion carried – All ayes.*

23
 24 **Item No. 4. Discussion regarding recommendations from the Utilities Committee**
 25 **regarding the draft 2017 budget for the Utilities Department; Consider a motion to take**
 26 **action if required:**

27 A draft of the 2017 budget for the Utilities Department was included in the meeting packets,
 28 and the Committee members jointly reviewed that document. During the review process
 29 Rass, Schell and Jackson noted that a document on which the following significant
 30 budgetary changes from 2016 to 2017 had been delineated was included in the meeting
 31 packets:

32
 33 **WATER SYSTEM**

34 1. Account #61105 –Salaries, Admin: Increased expense due to increase allocation from
 35 Administration. Due to the turnover in Utilities in 2016, a short-term increase in the
 36 allocation was budgeted.

37
 38 2. Account #61201 – Travel/Training: Employee Dave Alberts will need training for
 39 certification and all employees require additional safety training.

40
 41 3. Account #61502 – Accounting/Software Support: As a result of the conversion to Clarity,
 42 accounting and software support has increased across all funds.

43

- 1 4. Account #61504 – Information Technology: Schell works with a representative at Contronix
2 for assistance on improving spreadsheets and other reports for the Utility. This expense will
3 decrease in 2018.
4
- 5 5. Account #61507 – Testing: The decrease in expense is the result of a change in coding. Steve
6 Jacobson coded testing and all expenses (postage, etc.) to this account. Mike Schell codes
7 these separately and therefore, to their own accounts.
8
- 9 6. Account #61610 – Water Plant Maintenance: #1 and #3 well rebuild expenses exceeded
10 expectations. A camera was used to more accurately assess the condition of the wells. The
11 couplings and bowls were checked and replaced where needed. The motor was sent to L&S
12 in Appleton for refurbishing.
13
- 14 7. Account #61930 – Bank Fees & Finance Charges: Increased expense is related to the bill
15 payment module that will be operational in 2017.
16

17 **WASTE WATER TREATMENT PLANT**

- 18 1. Account #62105 – Salaries, Admin: Increased expense due to increase allocation from
19 Administration. Due to the turnover in Utilities in 2016, a short-term increase in the
20 allocation was budgeted.
- 21 2. Account #62201 – Travel/Training: Additional classes should be provided to employees to
22 maintain certification and for other required training.
- 23 3. Account #62502 – Accounting/Software Support: As a result of the conversion to Clarity,
24 accounting and software support has increased across all funds.
- 25 4. Account #62505 – Engineering: The budget has been increased to prepare for possible work
26 at the main lift station. Changing the generator controls will have to be discussed with
27 Robert E. Lee and Mermom Electrical Engineering before deciding how to move forward.
- 28 5. Account #62620 – WWTP – Plant Structures: Expense was budgeted for the WWTP
29 pretreatment grit cement work. The budget was lowered for 2017 back to normal levels.

30 **COLLECTION SYSTEM**

- 31 1. Account #63201 – Travel/Training: Additional classes should be provided to employees to
32 maintain certification and/or other required training.
- 33 2. Account #63502 – Accounting/Software Support: As a result of the conversion to Clarity,
34 accounting and software support has increased across all funds.

35 **CAPITAL**

- 36 1. Water System – Valve Operating Wrench - \$6,239 from Operating Funds
- 37 2. Wastewater – Main Lift Station Generator – between \$100,000 and \$400,000 based on
38 engineer’s recommendations; funds from Replacement Funds
- 39 3. Collection

- 1 a. Flow line/Manhole SBE - \$40,000 from replacement funds
- 2 b. Flow line/Manhold Pheasant Ct - \$6,000 from replacement funds
- 3 4. Split Among Funds – new truck to replace 2001 F350 4x4 - \$45,000 from Operating Funds

4 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the*
5 *draft 2017 budget for the Utilities Department which was reviewed at this meeting be approved as*
6 *presented. Motion carried – All ayes.*

7

8 **Item No. 5. Discussion regarding recommendations from the Marina Committee**
9 **regarding the draft 2017 budget for the Marina; Consider a motion to take action, if**
10 **required:**

11 • **Discussion regarding a fuel dock at the Marina; Consider a motion to take action if**
12 **required:**

13 Bhirdo read the previously mentioned letter from Kurt Pagel aloud. Duffy noted that he
14 respectfully disagrees with many of the statements Pagel makes in his letter. He also stated
15 that he believes there has been a lot of miscommunication regarding a fuel dock. He has
16 done a significant amount of research on this issue and does not believe any environmental
17 issues will come into play.

18

19 Bhirdo agreed that there has been a lot of miscommunication regarding installation of a fuel
20 dock at the Marina, but stated that before any further action is taken on this issue she would
21 like to see a Marine Structural Engineer conduct a study and prepare fuel dock site plans.
22 She firmly believes this issue should be referred to the Plan Commission, and would like to
23 see at least three proposals from contractors who install and service fuel dispensers and
24 underground tanks.

25

26 John Clove, who is the Chair of the Marina Committee, noted that the Marina Committee
27 has recommended that the Village Board authorize a loan for a fuel dock. That loan will be
28 paid off in its entirety with revenues generated at the fuel dock, and, if necessary, Marina
29 reserve funds.

30

31 Jackson and Krauel noted that they believe the ideal location for a fuel dock would be “J”
32 Dock, but cautioned that there are structural issues which will come into play that must be
33 addressed before any equipment or fuel dock components are installed.

34

35 Clove responded that he and others have done a considerable amount of research regarding
36 this issue. They agree that J” Dock would be the ideal location for a fuel dock, but were told
37 a lot of additional expense would be incurred as fuel lines would have to be buried under
38 the water and existing concrete would have to be torn up. Based upon cost considerations
39 and a number of other factors he believes “B” Dock would be the best alternative location for
40 a fuel dock.

41

42 Lienau cautioned that “this is a big deal in the community”, and Duffy responded that there
43 are always people who disagree with decisions which are made by elected officials. Lienau

1 stated that he firmly believes any information the Village has about a fuel dock must be
2 made available to the members of the public. He also believes that a public presentation
3 which is properly noticed must be made regarding this issue. Bhirdo agreed.

4
5 *A motion was made by Lienau, seconded by Duffy that the draft of the 2017 budget for the Sister Bay*
6 *Marina which was reviewed at this meeting shall be amended in such fashion that any revenues and*
7 *expenses related to installation of a fuel dock shall be deleted. Staff is directed to prepare an RFP for an*
8 *engineering study and preparation of site plans related to installation of a fuel dock at the Sister Bay*
9 *Marina ASAP. Motion carried – All ayes.*

10
11 *It was the consensus that after the previously mentioned study has been conducted and site plans have*
12 *been received this issue shall be re-addressed by the Marina Committee.*

13
14 *At 7:26 P.M. a brief recess was taken, and the Committee members reconvened at 7:38 P.M.*

15
16 A draft of the 2017 budget for the Marina was included in the meeting packets, and the
17 Committee members jointly reviewed that document. During the review process Rass,
18 Krauel and Jackson noted that a document on which the following significant budgetary
19 changes from 2016 to 2017 had been delineated was included in the meeting packets:

20
21 **REVENUES**

- 22 1. Account #46741 – Festivals (Marina Fest): The Marina Committee recommends moving the
23 Marina Fest revenues and expenditures to the General Fund. The Marina Committee has
24 designated \$10,000 to be the title sponsor for the event with the expectation that this amount
25 will decrease over the next three years. As a result of this decision, no revenues have been
26 included for Marina Fest in the 2017 Budget.
- 27 2. Account #46751 – Seasonal Fees: Although the Marina Committee did not make a final
28 decision on rate changes, they recommended a place holder of a 5% rate increase over the
29 2016 budget.
- 30 3. Account #46752 – Transient Fees: Although the Marina Committee did not make a final
31 decision on rate changes, they recommended a place holder of a 12% rate increase over the
32 2016 budget. In addition, \$7452 was removed from the budget as estimated income from the
33 80 ft slip that is recommended to be the place for the fuel dock.
- 34 4. Account #46753 – Launch Fees: Launch fees are regulated by the DNR and therefore cannot
35 be increased at this time. However, revenue levels were increased based on expected sales
36 from 2016.
- 37 5. Account #46755 – Marina Services: Marina services are primarily pump outs. The mobile
38 pump out machine purchased in early 2016 has been very valuable. Fees were not increased
39 but revenues were increased based on 2016 estimates.
- 40 6. Account #46761 – Commercial Docking: Commercial Docking contracts must be renewed
41 for 2017. Although the Marina Committee did not make a final decision on commercial fees,
42 they recommended a place holder reflecting a 10% increase in fees.

EXPENDITURES

1. Account #55101 – Wages, Manager: This subject will be discussed in closed session. There are differing recommendations from the Personnel Committee and the Marina Committee.
2. Account #55105 – Wages, Admin: In 2016, the Admin allocation to the marina was increased as a result of Administration’s additional time spent assisting the Marina Manager with Scribble setup, reconciliations, cash handling, and other items. This cost has been reduced for 2017.
3. Account #55105 – Maintenance, Parks: In 2016, a sum was budgeted as an allocation from Parks to Marina for work performed by Parks employees on the Marina. However, the Parks Committee disagrees with this methodology and proposes that the allocation be budgeted but that actual hours worked by Parks employees on the Marina be charged as such (at their regular hourly rate). The system is capable of this change and it has been included in the proposed Marina budget.
4. Account #55105 – Wages, Seasonal: The seasonal wages have been increased in 2017 as a result of a recommendation from the Personnel Committee to increase compensation for two employees who could serve as Shift Managers and alleviate some of the burden on the Marina Manager. In addition, \$5,000 has been added to cover additional hours related to the fuel dock.
5. Account #55110 – Wages, Overtime: In 2016, overtime was used occasionally for dockhands although overtime was not budgeted to that level. In 2017, a more generous overtime calculation was included in the budget. In addition, \$300 has been added to cover potential overtime related to the fuel dock.
6. Account #55111 – Bonuses: Labor Day bonuses have been budgeted for 2017 as an enticement to keep employees at the marina in the Fall. The Marina is having difficulty staffing during the Fall. This account also covers sales bonuses for the Marina Manager.
7. Account #55201 – Travel/Training: Expense in 2016 was related to Quickbooks and Scribble training. In 2017, additional expense is budgeted for classes for the Manager and for dock staff.
8. Account #55225 – Recognition: Expense for recognition has been added to all budgets so that Management has an additional tool to recognize staff members for dedication and service.
9. Account #55340 – Marina Utility Costs: Like other expenses in the 2017 budget, all line items were cut to where possible to increase income/decrease loss for the marina.
10. Account #55370 – Internet: Wi-Fi repeaters have been budgeted in 2017.
11. Account #55405 – Computer Hardware: The budgeted amount for 2016 was supposed to cover the purchase of Scribble; however, since the agreement was signed in 2015, it actually was expended then. For 2017, the budget has been returned to more normal levels.

- 1 12. Account #55430 – Custodial Supplies: Like other expenses in the 2017 budget, the line item
2 was decreased to attempt to bring the budget into the black.
- 3 13. Account #55465 – Service Equipment: The marina is in need of a new commercial, coin
4 operated washer and dryer. It was originally budgeted in 2017. However, because of other
5 expected expenditures in 2017, the item was moved to 2016. The Finance Director and
6 Marina Manager will review the budget at the end of the season and determine where the
7 budget can be amended to cover this purchase.
- 8 14. Account #55475 – Bicycles: The Marina Manager requested that new bicycles be purchased
9 in 2017. The Marina Committee will consider whether these are rented or an amenity.
- 10 15. Account #55502 – Accounting Support: Due to the conversion from Classic to Clarity
11 accounting software, support costs will increase across all funds.
- 12 16. Account #55503 – Credit Card Fees: Due to the increased use of credit cards at the marina,
13 fees have also increased.
- 14 17. Account #55647 – Dock Maintenance: The 2017 Budget was increased to compensate for the
15 purchase of rub rails.
- 16 18. Account #55986 – Interest and bank fees related to the fuel dock loan. Annual P&I payments
17 on a 7 year loan will be approximately \$51,000 per year; however, only one semi-annual
18 payment will be made in 2017.
- 19 19. Account #55991 – Transfer to General Fund: Sponsorship for Marina Fest
- 20 20. Account #55992 – The Marina Committee has recommended that the Marina PILOT
21 payment be revisited. Calculations of the Marina and the Water PILOTs were included in
22 the meeting packets.
- 23 Jackson noted that staff has suggested that the Marina and Utility PILOTS be eliminated in their
24 entirety, but cautioned that if that occurs property taxes might increase. If the Marina PILOT were to
25 be eliminated money could be set aside for necessary repairs to facilities and appurtenances at the
26 Marina. It would also be possible to adjust the capital outlay in the General Fund. There are creative
27 financing measures which could be taken, and that might reduce tax increases.
- 28 Duffy noted that he has done a considerable amount of research on this issue and believes the
29 wrong formula was used when the Marina PILOT was originally calculated. He also believes the
30 property value upon which the PILOT calculations are based is wrong.
- 31 *Staff was asked to re-calculate the Marina PILOT based upon property values delineated in the 2016 audit.*
32 *After that has been done a spreadsheet shall be prepared which delineates the Marina PILOT based upon the*
33 *audit data, as well as the assessed values at the Alibi Dock and Yacht Works. That spreadsheet will be reviewed*
34 *at a future meeting of the Finance Committee.*

35 **ADJUSTMENTS FOR OTHER SOURCES AND USES OF CASH**

- 36 The Marina Committee would like to establish a replacement fund and is recommending that \$75,000
37 be put into reserves. This is a practice that needs to be started due to the significant capital projects

1 at the Marina; however, establishing this reserve will challenge the Marina's cash flow based on
2 current revenues and expenditures.

3 *A motion was made by Lienau, seconded by Duffy that Agenda Item No. 5 – Discussion on recommendations*
4 *from the Marina Committee regarding the Draft 2017 Budget for the Marina; Consider a motion to take action*
5 *if required shall be tabled until the next meeting of the Finance Committee. Motion carried.*

6 **Item No. 1. Presentation of the draft 2017 Sister Bay-Liberty Grove Fire Department**
7 **budget:**

8 The draft 2017 budget for the Sister Bay-Liberty Grove Fire Department was included in the
9 meeting packets, and the Committee members jointly reviewed that document.

10

11 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the*
12 *draft 2017 Sister Bay-Liberty Grove Fire Department budget which was reviewed at this meeting be*
13 *approved on the condition that the \$7,500 increase to the Fire Chief's salary be eliminated. Motion*
14 *carried – All ayes.*

15

16 **Item No. 2. Discussion regarding the draft 2017 budget for the Skate Park Special**
17 **Revenue Fund; Consider a motion for action if required:**

18 A draft of the 2017 budget for the Skate Park Special Revenue Fund was included in the
19 meeting packets and the Committee members jointly reviewed that document.

20

21 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the*
22 *draft 2017 budget for the Skate Park Special Revenue Fund which was reviewed at this meeting be*
23 *approved as presented. Motion carried – All ayes.*

24

25 **Item No. 6. Discussion on the second draft 2017 budget for the Capital Improvement Fund**
26 **and TIF #1; Consider a motion for action, if required:**

27 The second drafts of the 2017 budget for the Capital Improvement Fund and TIF #1 were
28 included in the meeting packets and the Committee members jointly reviewed those
29 documents. During the review process Rass pointed out the following issues:

30

31 **Second Draft - CAPITAL**

32 After other committees met to discuss their individual sections of the budget, additional capital
33 requests were made.

34 1. Parks Committee – addition of \$10,000 allocated to Various Parks Projects, additional \$7,000
35 allocated to Vehicle Replacement for a UTV (which will deplete this reserve to \$0)

36 2. Parks Committee outlay in 2016 – spend approximately \$4,000 in funds from the Various
37 Parks Projects reserves to hook up the beach shower stations to Village water.

38 **Second Draft - TAX INCREMENT FINANCING DISTRICT**

39 1. Account #41110 – Tax Increment: The 2017 amount is an estimate based on new
40 construction values. The final amount will not be known until November.

41 2. Account #48300 – Sale of Property: These figures reflect the accepted offers on the Braun lots
42 in 2016 and the estimated sale of remaining lots in 2017.

- 1 3. Account #49210 – Transfer from General Fund: A transfer from the general fund was made
2 to cover engineering costs on the Dahlstrom site and the completion of infrastructure and
3 other work at the Braun site.
- 4 4. Account #49230 – Transfer from Debt Service: This reflects the movement of loan proceeds
5 and interest income from the Debt Service Fund to the TID for Stony Ridge.
- 6 5. Account #56515 – Legal Services: The budget for legal services has increased to account for
7 assistance with pending or threatened suits.

8 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the*
9 *second draft 2017 budgets for the Capital Improvement Fund and TIF #1 which were reviewed at this*
10 *meeting be approved as presented. Motion carried – All ayes.*

11
12 **Item No. 7. Discussion on the second drafts of the following sections of the 2017 Budget:**

- 13 • **General Revenues**
- 14 • **General Government**
- 15 • **Administration**
- 16 • **Debt Service**

17 Second drafts of the General Revenue, General Government, Administration and Debt Service
18 sections of the 2017 Budget were included in the meeting packets, and the Committee members
19 jointly reviewed those documents. During the review process Rass gave explanations for all of the
20 following significant budgetary changes from 2016 to 2017:

21
22 **Second Draft – GENERAL REVENUES**

- 23
24 1. Account #46743 – Marina Fest Revenues/Donations: The Marina Committee requested that
25 the General Fund take on the revenues and expenditures related to Marina Fest. Donations
26 and revenues of \$15,000 have been budgeted.
- 27 2. Account #49220 – Transfer from Marina Fund for Marina Fest: The Marina Committee
28 recommended budgeting a sum to serve as the title sponsor for Marina Fest in 2017.

29 **Second Draft - GENERAL GOVERNMENT**

- 30 1. Account #51567 – Festival/Event Costs: The Marina Committee requested that the General
31 Fund take on the revenues and expenditures related to Marina Fest. Expenditures of \$25,000
32 have been budgeted. With budgeted revenues of \$15,000 and \$10,000 transferred from the
33 Marina Fund, the Village would break even on Marina Fest if expenditures are kept to
34 \$25,000.
- 35 2. Account #51993 – Transfer to Marketing Fund 2016: With a \$21,556 transfer to the Marketing
36 Fund in 2016, this fund can be closed. The Marketing Fund is no longer used.

37 **Second Draft - ADMINISTRATION**

- 38 1. No changes that were made at committee levels that affected the Administration expense
39 budget.

40 **DEBT SERVICE**

41 Outstanding debt levels for 2017 and into the future include the full amount of the Stony Ridge loan
42 and a loan for the quarry. As of 12/31/16, we are expected to have debt of \$15.1 million outstanding,

1 with a debt capacity of \$20.372 million. The Village's available debt capacity is less than most other
2 municipalities in the area.

3 *A motion was made by Duffy, seconded by Lienau that the Finance Committee recommends that the second*
4 *draft 2017 budgets for the General Revenues, General Government, Administration and Debt Service accounts*
5 *which were reviewed at this meeting be approved as presented. Motion carried – All ayes.*
6

7 **Item No. 8. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(c)**
8 **to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the**
9 **purchase of public properties, the investment of public funds, or conduct other specified public**
10 **business whenever competitive or bargaining reasons require a closed session:**

11 *At 8:40 P.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee convene into*
12 *closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and*
13 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or*
14 *conduct other specified public business whenever competitive or bargaining reasons require a closed session. A*
15 *roll call vote was taken on that motion and the Committee members voted in the following fashion:*

16
17 *Bhirdo – Aye; Duffy – Aye; Lienau – Aye*

18
19 *Motion carried.*

20
21 *Bhirdo requested that Clove remain in the room during the closed session. He left at 9:30 P.M.*
22

23 **Item No. 9. Consider a motion to reconvene into open session:**

24 *At 9:55 P.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee reconvene into*
25 *open session. A roll call vote was taken on that motion and the Committee members voted in the following*
26 *fashion:*

27
28 *Bhirdo – Aye; Duffy – Aye; Lienau – Aye*

29
30 *Motion carried.*

31
32 *A motion was made by Lienau, seconded by Duffy that the Finance Committee accepts the recommendation of*
33 *the Marina Committee with respect to wages and benefits, on the condition that those wages and benefit must*
34 *be reviewed by the Finance Committee before final adoption of the budget for 2017. Motion carried – All ayes.*
35

36 *A motion was made by Duffy, seconded by Lienau that the Utilities Clerk position shall become full-time*
37 *immediately. Motion carried – All ayes.*
38

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

41 *The next meeting of the Finance Committee has been scheduled for Wednesday, September 14, 2016 at 5:30*
42 *P.M. At that meeting the following issue will be addressed:*

- 43 • *Discussion regarding the Marina and Utility PILOTS.*
- 44
- 45 • *Jackson will do a cost analysis with respect to a reduced use period for the trolley and present that*
46 *information at a future meeting of the Finance Committee.*
- 47
- 48
- 49

1 **Adjournment:**

2 *At 9:57 P.M. a motion was made by Bhirdo, seconded by Lienau that the September 14, 2016 meeting of the*
3 *Finance Committee be adjourned. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Assistant Administrator

9

10

1 *meeting of the Marina Committee.*

2
3 **Item No. 2. Discussion on slip rates for seasonal slip holders and commercial vendors for**
4 **2017 and review of the 2015 Rate Study/Waitlist Analysis; Consider an appropriate motion**
5 **for action:**

6 Krauel indicated that it is her understanding that in the past issues arose with filling all the
7 seasonal slips, but over the course of the 2015 season she was able to fill all of those slips. In
8 2016 fifteen seasonal tenants decided not to return, but all the vacant slips were again filled.
9 At this time there is a very high demand for larger slips, and at least one to two people are
10 being added to the wait list per week. Krauel does not believe she will have any issues filling
11 seasonal slips in the future. The question arose as to whether the wait list which had been
12 included in the meeting packets had been updated recently, and Krauel responded that it
13 had not been. She was asked to update the waitlist over the course of the winter months and
14 was also asked to contact people who have been on the waitlist for quite some time to see if
15 they wish to remain on that list.

16
17 Rass distributed a revenue and rate analysis spreadsheet to the Committee members, and
18 they jointly reviewed that document. During the review process Clove indicated that he
19 believes a rate increase is warranted at this time. He would like to suggest that in 2017
20 seasonal slip rates increase by 5% and commercial vendor slip rates increase by 10%. He also
21 would like to suggest that transient fees increase by \$2.00 per foot. Baker agreed and noted
22 that he believes a structured rate increase schedule should be adhered to for a few successive
23 years.

24
25 Duffy commended Krauel for filling the empty slips, and also commended Rass for
26 compiling the previously mentioned data. He also noted that he believes a seasonal slip rate
27 increase is warranted.

28
29 Anderson stated that he believes feedback should be solicited from the seasonal slip holders
30 and transient boaters regarding their feelings about a potential fee increase, as they will be
31 the ones affected by a rate change. Krauel noted that she believes a customer satisfaction
32 survey was conducted a number of years ago, and she was asked to see that that document is
33 included in the packets for a future meeting of the Committee.

34
35 Jungwirth indicated that after looking at the previously mentioned rate analysis, if he had a
36 boat at the Marina, he would expect the rates to go up.

37
38 Greg Diltz noted that there will always be someone who is willing to pay whatever slip fees
39 are established, but does not believe it would be fair to "price out" the "locals". He would
40 not be opposed to a reasonable rate increase.

41
42 *Lengthy discussion took place regarding slip rates, and it was eventually the consensus that the*
43 *Committee members should give this issue some thought and be prepared to re-address it at the*
44 *September 21, 2016 meeting of the Marina Committee. For the time-being a 5% increase for seasonal*
45 *slip tenants, a 10% increase for commercial vendors, and a transient fee increase to \$2.00 per foot will*
46 *be included in the budget as "a placeholder".*

Minutes of the September 7, 2016 Meeting of the Marina Committee

1 *Rass cautioned that if a 5% rate increase is initiated for seasonal slip holders in 2017 "the Marina will*
 2 *barely be in the black". Fuel prices and weather will have a significant impact on the Marina, and she*
 3 *believes those factors must be taken into consideration. She also stressed that at some point the Marina*
 4 *must establish a Capital Projects Replacement Fund. Lengthy discussion took place regarding this*
 5 *issue and it was the consensus that a "Transfer To CIP" Account with a balance of \$75,000 shall be*
 6 *established.*

7
 8 Clove and Duffy indicated that before the Marina PILOT was established a Marina
 9 replacement fund did exist, but because of budgetary constraints that account was
 10 eliminated.

11
 12 **Item No. 3. Review of the draft 2017 budget and discussion regarding that document;**
 13 **Consider a motion to recommend a version to the Finance Committee:**

14 Draft copies of the 2017 Budget and financial reports for the Sister Bay Marina were included
 15 in the meeting packets, and the Committee members jointly reviewed all of those documents.

16 During the review process discussion took place regarding Marina Fest, and Duffy and
 17 Jackson noted that several representatives of the non-profit organizations who participated
 18 in Marina Fest this year informed them that they had difficulty finding volunteers to work
 19 for two days.

20 *It was eventually the consensus that anticipated revenues for Marina Fest shall be reduced to -0- in*
 21 *2017 but \$10,000.00 shall be added to Account Number 55991 – Transfer to General Fund.*

22 Rass gave explanations for all of the following significant budgetary changes from 2016 to
 23 2017:

- 24
 25 1. Budget levels for revenue accounts were increased in an attempt to overcome
 26 increased budgetary expenses.
- 27 2. Account #55101 – Wages, Manager: Decreased expense due to a recommendation
 28 from the Personnel Committee for the purposes of budgeting, that the Marina
 29 Manager position be changed to an hourly rate of pay. Therefore, the budgeted
 30 expense is split between this account and the overtime account. The total results in
 31 compensation of approximately \$40,000.
- 32 3. Account #55105 – Wages, Admin: In 2016, the Admin allocation to the marina was
 33 increased as a result of Administration's additional time spent assisting the Marina
 34 Manager with Scribble setup, reconciliations, cash handling, and other items. This
 35 cost has been reduced for 2017.
- 36 4. Account #55105 – Maintenance, Park: In 2016, a sum was budgeted as an allocation
 37 from Parks to Marina for work performed by Parks employees on the marina. Rass
 38 was not informed of this allocation and work by Parks employees has been directly
 39 allocated during 2016. Rass will do research to correct this. However, the allocation
 40 to the marina has been reduced in 2017 from 6% to 4% even though the actual
 41 amount of time spent is higher. With aging buildings and docks, it is likely that
 42 more, not less, time will be spent on repair work at the marina.

Minutes of the September 7, 2016 Meeting of the Marina Committee

- 1 5. Account #55105 – Wages, Seasonal: The seasonal wages have been increased in 2017
2 as a result of a recommendation from the Personnel Committee to increase
3 compensation for two employees who could serve as Shift Managers and alleviate
4 some of the burden on the Marina Manager.
- 5 6. Account #55110 – Wages, Overtime: The majority of the increase in budgeted
6 expense is related to reverting the Marina Manager’s compensation back to hourly.
7 In addition to that sum, additional overtime compensation has been calculated for
8 Dockhands based on 2016 actual levels.
- 9 7. Account #55111 – Bonuses: Labor Day bonuses have been budgeted for 2017 as an
10 enticement to keep employees at the marina in the fall. For quite some time there has
11 been difficulty staffing the marina during the fall as staff members have returned to
12 school.
- 13 8. Account #55201 – Travel/Training: Expense in 2016 was related to Quickbooks and
14 Scribble training. In 2017, additional expense is budgeted for classes for the Manager
15 and for dock staff.
- 16 9. Account #55225 – Recognition: Expense for recognition has been added to all
17 budgets so that Management has an additional tool to recognize staff members for
18 dedication and service.
- 19 10. Account #55340 – Marina Utility Costs: Like other expenses in the 2017 budget, the
20 line item was decreased to attempt to bring the budget into the black.
- 21 11. Account #55370 – Internet: Wi-Fi repeaters have been budgeted in 2017.
- 22 12. Account #55405 – Computer Hardware: The budgeted amount for 2016 was
23 supposed to cover the purchase of Scribble; however, since the agreement was signed
24 in 2015, it actually was expended then. For 2017, the budget has been returned to
25 more normal levels.
- 26 13. Account #55430 – Custodial Supplies: Like other expenses in the 2017 budget, the
27 line item was decreased to attempt to bring the budget into the black.
- 28 14. Account #55465 – Service Equipment: The marina is in need of a new commercial,
29 coin operated washer and dryer.
- 30 15. Account #55475 – Bicycles: The Marina Manager requested that new bicycles be
31 purchased in 2017.
- 32 *Krauel was asked to see that actual data regarding the cost of purchasing bicycles and potential rental*
33 *income is included in the packets for the September 21, 2016 meeting of the Marina Committee.*
34
- 35 16. Account #55502 – Accounting Support: Due to the conversion from Classic to Clarity
36 accounting software, support costs will increase across all funds.

1 17. Account #55503 – Credit Card Fees: Due to the increased use of credit cards at the
2 marina, fees have also increased.

3 *A number of revisions to the Marina budget were suggested by the Committee members, and Rass*
4 *took note of all of them.*

5 *Discussion then turned to capital needs, and it was the consensus that at the end of the 2016 season a*
6 *budget amendment shall be requested for the purchase of coin operated laundry units. The Committee*
7 *members also designated effective dates for the CIP projects which had been delineated in the draft*
8 *budget. Rass took note of all those dates.*

9 *A motion was made by Clove, seconded by Duffy that the Marina Committee is recommending that*
10 *the Village take out a 10 year note for \$250,000 in the spring of 2017 to cover the costs of installation*
11 *of a fuel dock at the Sister Bay Marina. That note will be paid for on an annual basis with revenues*
12 *realized at the Marina as a result of fuel sales and Marina reserves. Motion carried – All ayes.*

13 *At 4:46 P.M. Duffy indicated that he had another obligation and left the meeting.*
14

15 **Item No. 4. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
16 **§19.85(1)(f) to discuss personnel matters and consider financial, medical, social or personal**
17 **histories or disciplinary data with respect to specific persons, and preliminarily consider**
18 **specific personnel problems or investigation of charges against specific persons, which, if**
19 **discussed in public would be likely to have a substantial adverse effect on the reputation**
20 **of any person mentioned in such histories or data or involved in such problems or**
21 **investigations, and §19.85(1)(e) to deliberate or negotiate the purchase of public**
22 **properties, the investment of public funds, or conduct other specified public business,**
23 **whenever competitive or bargaining reasons require a closed session:**

24 *At 4:49 P.M. a motion was made by Clove, seconded by Baker that the Marina Committee convene*
25 *into executive session pursuant to Wis. Stats., §19.85(1)(f) to discuss personnel matters, consider*
26 *financial, medical, social or personal histories or disciplinary data with respect to specific persons, and*
27 *preliminarily consider specific personnel problems or investigate charges against specific persons,*
28 *which, if discussed in public would be likely to have a substantial adverse effect on the reputation of*
29 *any person mentioned in such histories or data or involved in such problems or investigations, and*
30 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public*
31 *funds, or conduct other specified public business, whenever competitive or bargaining reasons require*
32 *a closed session.*
33

34 *A roll call vote was taken on that motion, and the Committee members voted in the following fashion:*
35

36 *Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Jungwirth – Aye; Sunstrom – Aye*
37

38 *Motion carried.*
39

40 **Item No. 5. Consider a motion to reconvene into open session:**

41 *At 5:27 P.M. a motion was made by Clove, seconded by Baker that the Marina Committee reconvene*
42 *into open session. Another roll call vote was taken, and the Committee members again voted in the*
43 *following fashion:*
44

45 *Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Jungwirth – Aye; Sunstrom – Aye*

1 *Motion carried.*

2
3 *At 5:28 P.M. Jackson indicated that he had another obligation and left the meeting.*

4
5 **Item No. 6. Consider a motion to take action, if required:**

6 *A motion was made by Clove, seconded by Jungwirth that the Marina Committee recommends that*
7 *the Marina Manager be paid a salary which is compliant with the Fair Labor Standards Act. Motion*
8 *carried – All ayes.*

9
10 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or**
11 **referred to a committee, official or employee:**

12 *It was the consensus that the following issues shall be addressed at the September 21, 2016 meeting of*
13 *the Marina Committee:*

- 14 • *Discussion with Mark Bell regarding the issues he has with Marina policies and procedures*
15 *and the services which have not been provided to him by Marina employees.*
- 16 • *Discussion on the PILOT Comparison Worksheet; Consider an appropriate motion for action*
17 *if necessary.*
- 18 • *Discussion on slip rates for seasonal slip holders and commercial vendors for 2017 and review*
19 *of the 2015 Rate Study/Waitlist Analysis; Consider an appropriate motion for action.*
- 20 • *Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(f) to*
21 *discuss personnel matters and consider financial, medical, social or personal histories or*
22 *disciplinary data with respect to specific persons, and preliminarily consider specific personnel*
23 *problems or investigation of charges against specific persons, which, if discussed in public*
24 *would be likely to have a substantial adverse effect on the reputation of any person mentioned*
25 *in such histories or data or involved in such problems or investigations, and §19.85(1)(e) to*
26 *deliberate or negotiate the purchase of public properties, the investment of public funds, or*
27 *conduct other specified public business, whenever competitive or bargaining reasons require a*
28 *closed session.*

29
30 *The Committee members requested that Krauel:*

- 31 *A. See that actual data regarding the cost of purchasing bicycles and potential rental*
32 *income is included in the packets for the September 21, 2016 meeting of the Marina*
33 *Committee.*
- 34 *B. Update the waitlist over the course of the winter months and contact people who have been*
35 *on that list for quite some time to see if they are still interested in obtaining a slip at the*
36 *Sister Bay Marina. If they are no longer interested, she shall request that appropriate*
37 *refunds are issued in a timely fashion.*

38
39 **Adjournment:**

40 *A motion was made by Baker, seconded by Jungwirth that the September 7, 2016 meeting of the*
41 *Marina Committee be adjourned at 5:26 P.M.*

42
43 *Respectfully submitted,*



45 *Janal Suppanz,*
46 *Assistant Administrator*

1 **PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, SEPTEMBER 7, 2016**
3 **SISTER BAY FIRE STATION – 2258 MILL ROAD**
4 **(APPROVAL PENDING)**
5

6 *The September 7, 2016 meeting of the Parks, Properties and Streets Committee was called to*
7 *order by Committee Chair Dave Lienau at 5:34 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 **Others:** Ron Kane, Brian Fitzgerald and Dan Roarty of Dimension IV.
16

17 **Approval of Agenda:**

18 *A motion was made by Clove, seconded by Doersching that the Agenda for the September 7, 2016*
19 *meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried –*
20 *All ayes.*
21

22 **Approval of Minutes as published:**

23 **As to the minutes for the August 3, 2016 meeting of the Parks, Properties & Streets**
24 **Committee:**

25 *A motion was made by Clove, seconded by Doersching that the minutes for the August 3, 2016*
26 *meeting of the Parks, Properties & Streets Committee Meeting be approved as presented. Motion*
27 *carried – All ayes.*
28

29 *Bhirdo asked if Jackson had done research regarding the placement of the Wild Tomato Fence, and*
30 *he responded that he had and will be addressing that issue in the near future. She also asked if the*
31 *Village's Engineer has been asked to conduct a traffic analysis around the Post Office. Jackson*
32 *responded that he is still waiting for the applicable reports.*
33

34 *Mann noted that he and Bhirdo will be determining where memorial benches should be placed. He*
35 *also noted that a case of toilet tissue is used at the Hendrickson Park restrooms "per week", not*
36 *"per day".*
37

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

39 Lienau noted that no new correspondence had been received and then asked if anyone
40 wished to address a non-agenda item.
41

42 Jackson noted that he got calls from three individuals who complained about noise
43 coming from the pavilion during Marina Fest.
44

45 **Business Items:**

46 **Item No. 1. Review of the proposal for Wayfinding Signage; Consider relevant**
47 **motions for action:**

48 Lienau noted that the Finance Committee has recommended that the Wayfinding

1 Signage Project be put “on hold”, and, instead, the monies which have been set aside for
 2 that project be used to fund replacement of street signs on Village streets.

3
 4 *Doersching and Clove indicated that they believe some sort of signage which identifies where*
 5 *Village facilities and buildings are located should be created and erected before next year’s*
 6 *“season”.*

7
 8 *Lienau noted that a visitor to the area had informed him that she believes the Dog Park signage is*
 9 *rather “ominous”.*

10
 11 *It was the consensus that both of these issues shall be addressed at a future Parks Committee*
 12 *Meeting.*

13
 14 **Item No. 2. Discussion regarding the Facility Use Application and supporting**
 15 **documentation which was submitted by the organizers of the Peninsula Century Fall**
 16 **Challenge Bike Ride; Consider a motion for action if necessary:**

17 Documentation regarding the Peninsula Century Fall Challenge Bike Ride, which will
 18 start and end in Waterfront Park on Saturday, September 17, 2016 was included in the
 19 meeting packets and the Committee members jointly reviewed that documentation.
 20 Brian Fitzgerald noted that the tent will be in the same location it was in previous years.
 21 He also noted that seven different Sister Bay restaurants will be participating in ride
 22 activities this year, and representatives from local non-profit organizations will be doing
 23 fund raising by working at aid stations and rest stops. The hope is that after people have
 24 finished their rides they will stay in Sister Bay, which should benefit a number of
 25 businesses in the community. Typically everyone will be out of Waterfront Park by the
 26 late afternoon hours on September 17th.

27
 28 The Committee members jointly reviewed the ride route map which had been included
 29 in the meeting packets and it was the consensus that it is acceptable.

30
 31 *A motion was made by Clove, seconded by Doersching that the route map and Facility Use*
 32 *Application which were presented by the organizers of the 2017 Peninsula Century Fall*
 33 *Challenge Bike Ride are approved as presented. Motion carried – All ayes.*

34
 35 **Item No. 3. Review of a draft of the 2017 Budget and discussion regarding that**
 36 **document; Consider an appropriate motion for action:**

37 Draft copies of the 2017 Budgets for the Parks, Property and Streets Committee and the
 38 Ice Rink were included in the meeting packets, and the Committee members jointly
 39 reviewed those documents.

40
 41 Rass gave explanations for all of the following significant budgetary changes from 2016
 42 to 2017:

43
 44 **PARKS**

- 45
 46 1. Account #53105 – Wages, Part-time: Part-time costs are expected to increase
 47 significantly in 2017 for several reasons:

- 1 • A Beach/Youth Center Attendant is budgeted to be hired for 400 hours at
2 \$14.00 per hour totaling \$6,000.
3 • A \$0.50/hour increase in summer help wages has been budgeted for an
4 increase in compensation of \$5,128.
5 • The Parks allocation to the Marina was decreased from 6% to 4% to
6 alleviate costs in the Marina. Bhirdo stated that she believes an hourly
7 allocation rather than an allocation based upon percentages should be
8 made, and Doersching agreed. Clove indicated that he believes an across-
9 the-board allocation should be made. Lienau indicated that he believes an
10 hourly allocation should be made, but that the charge out rate should not
11 even be calculated or included in that allocation.

12 *It was eventually the consensus that the Parks allocation to the Marina shall be*
13 *made on an hourly basis, but that the charge out rate shall not even be calculated*
14 *or included in that allocation.*

15 *The question arose as to which Department is responsible for maintaining the grounds at the*
16 *Marina and in Marina Park, and it was the consensus that this issue shall be addressed at a*
17 *future meeting of the Parks Committee.*

- 18 2. Account #53110 – Wages, Overtime: Overtime was under-calculated in 2016. In
19 2017, the overtime calculation was based on the number of on-call weekends and
20 the hours required for cleaning during on-call weekends. 21 seasonal weekends
21 are divided among three employees and 2-4 hours are worked each of those
22 weekends. In addition, all employees work between 12 and 20 hours on Fall Fest
23 weekend.
- 24 3. Account #53125 – Insurance, Medical: In 2016, medical insurance premiums
25 were budgeted at a 65/35 split. The Village actually paid 85% of employee
26 premiums and 65% of dependent premiums resulting in the low budget total for
27 employees.
- 28 4. Account #53145 – Insurance, Work Comp: The mod factor for the Village is
29 increasing from 1.19 to 1.59. Workers Compensation rates have increased
30 regardless of the fund.
- 31 5. Account #53125 – Uniforms and Clothing: In accord with the Employee
32 Handbook, U&C was calculated as \$400 per full-time employee, \$50 per
33 employee for work gloves, and a lump sum of \$250 for seasonal employees for
34 shirts.
- 35 6. Account #53470 – Recreation Equip/Supplies: An expense was budgeted for
36 new playground equipment.
- 37 7. Account #53480 – Street Light Bulbs: Expense was increased because the new
38 LED lightbulbs cost about \$29 each and current inventory is low.

- 1 8. Account #53555 - Special Events Costs: In the past, the General Fund
2 coordinated more special events in the Village such as the car show and
3 rummage sale. Those events have been mostly turned over to the SBAA. As a
4 result, the special events costs budget was lowered.
- 5 9. Account #53631 - Seasonal Decorations: Additional expense was budgeted in
6 2017 for new Christmas lights and decorations in the Village.
- 7 10. Account #53635 - Lawn Maintenance: The lawn maintenance contract in 2017 is
8 estimated to be approximately \$10,000. Additional expense is budgeted for
9 normal miscellaneous lawn maintenance expense.
- 10 11. Account #53650 - Storm Drainage System: There is an increased need for repairs
11 to the storm drainage system. In addition, periodically, the vortech units need to
12 be cleaned. This has been scheduled for 2017.
- 13 12. Account #53671 - Garbage Cans: Due to the needs for more garbage cans in the
14 Parks and at the Beach, an increase in the expenditure for garbage cans was
15 budgeted.

16 ICE RINK

- 17 1. Account #55101 - Ice Rink Manager: The increase in compensation for the
18 manager is the result of a wage increase to \$16.00 per hour. Last winter the Ice
19 Rink Manager was at the Ice Rink for many hours and on some occasions stayed
20 overnight to make ice and coordinate leagues.
- 21 2. Account #55105 - Wages, Clerk: The decrease is due to a lower estimate of hours
22 required by the Utility Clerk to complete work for TKH, as well as the difference
23 of pay for the new Utility Clerk.

24 During the budget review process some revisions were suggested and Rass took note of
25 all of them.

26 Discussion then turned to capital requests for 2017, and Rass noted that the Finance
27 Committee approved the transfer of funds from the Various Parks Project Account for a
28 new lawn mower, a tarzan boat and a swim dock slide. The Committee also approved of
29 an allocation of \$45,000 for vehicle replacement, as well as funds for the purchase of a
30 snow making machine.

31 Mann noted that the Brutus works wonderfully for picking up garbage. It does have
32 four wheel drive, but from time to time it gets stuck on the beach, which can be
33 problematic. There are some projects, such as cleaning the beach, which simply require a
34 UTV rather than the Brutus or a truck, and, therefore, he is recommending that \$14,000
35 be appropriated for such a purchase.

- 36 • *Jackson noted that three failed water samples were obtained from the well which was*
37 *supplying water for the new foot washing stations, and, therefore, that water supply has*

1 *been shut off. There is currently no pottable water source in the affected area of*
 2 *Waterfront Park. The Committee members requested that Mann and Mike Schell see that*
 3 *the appropriate connections are made to the public water system in the area in question*
 4 *ASAP. The Committee members agreed that \$4,000 shall be withdrawn from the*
 5 *Miscellaneous Parks Projects Account to cover the cost of providing water for the beach*
 6 *foot washing stations.*

7 *It was the consensus that:*

8 • *The funds for the purchase of a UTV for the Parks Department shall be included in the*
 9 *2017 Parks Budget.*

10 • *\$10,000 shall be added to the Various Parks Projects Account in the 2017 Parks Budget.*

11 *A motion was made by Doersching, seconded by Bhirdo that the Parks Committee recommends*
 12 *that the 2017 budgets for the Parks Department and the Ice Rink be approved as amended at this*
 13 *meeting.*

14
 15 *At 6:55 P.M. a brief recess was taken and the Committee reconvened at 7:20 P.M.*

16

17 **Item No. 5. Review of ideas for an entrance arch at Waterfront Park; Discussion with**
 18 **Dan Roarty of Dimension IV on a proposal for an entrance arch; Consider an**
 19 **appropriate motion for action if appropriate:**

20 Photos of decorative arches which have been erected in other communities as well as the
 21 arch which used to be displayed in the Village years ago were included in the meeting
 22 packets, and the Committee members jointly reviewed all of them. Dan Roarty of
 23 Dimension IV was present and noted that his “knee jerk” reaction for the preferred arch
 24 is something which resembles the structure which was originally displayed in the
 25 Village. One of the advantages of this style of arch is that it could easily be illuminated.
 26 Another option would be to install a smaller arch which is fitted with decorative pillars.
 27 Roarty presented a photo of the type of arch he was referring to, and pointed out that
 28 such an arch has been installed in Green Bay. That arch actually camouflages a cell
 29 phone tower, and, therefore, most of the related costs were covered by the cell phone
 30 provider who erected the tower. Roarty noted that the arch design phase would be
 31 relatively simple and would cost approximately \$1,600.00. After a Concept Plan has been
 32 created the project will have to be referred to an architectural engineer, and depending
 33 upon the complexity of the project the arch could be constructed by the Parks
 34 Department employees or it may have to be let for bids. Mann suggested that one option
 35 might be to incorporate the existing light pole which is near the preferred location for
 36 the arch into the design.

37

38 *A motion was made by Clove, seconded by Bhirdo that Dan Roarty of Dimension IV shall be*
 39 *retained to provide three concept drawings for a park entryway arch. In accord with Roarty's*
 40 *proposal of September 7, 2016 the cost of the concept drawings shall not exceed \$1,600.00.*
 41 *Motion carried – All ayes.*

42

43

44

1 **Item No. 6. Discussion on an RFP for architectural services for restroom facilities in**
 2 **Waterfront Park; Consider an appropriate motion for action:**

3 *The first step in the Waterfront Park restroom construction process will be to request an RFP for*
 4 *architectural services. In accord with the agreement Al Gokey entered into with the Village he*
 5 *will be providing \$125,000.00 for the new restroom facilities. The Committee members indicated*
 6 *that they would like to construct the restrooms ASAP, and requested that Jackson inform Gokey*
 7 *that a location will be chosen for that facility soon. It was the consensus that this issue shall be*
 8 *addressed at a future meeting of the Parks Committee.*

9
 10 Mann noted that one potential location for a second restroom facility would be the area
 11 where the bushes are located outside the existing Hendrickson Park Restrooms.

12
 13 **Item No. 4. Consider a request from Trustee Duffy concerning painting of doors and**
 14 **trim at parks facilities throughout Waterfront Park; Discussion on the request and**
 15 **consider a relevant motion for action if appropriate:**

16 *Pat Duffy has requested that the Parks Committee see that the doors and trim at the Village Hall*
 17 *and the Post Office are painted this fall. Mann noted that he and the Parks Department*
 18 *employees do not have sufficient time to complete those tasks in the allotted time frame, and it*
 19 *was the consensus that a proposal shall be solicited from a local painter. The proposal will be*
 20 *reviewed at a future meeting of the Parks Committee.*

21
 22 **Item No. 7. Review results of the SBAA's Waterfront Park Survey; Discussion on an**
 23 **RFP for vendors in Waterfront Park; Consider relevant motions for action if**
 24 **appropriate:**

25 *A motion was made by Bhirdo, seconded by Doersching that Agenda Item No. 7 – Review results*
 26 *of the SBAA's Waterfront Park Survey; Discussion on an RFP for vendors in Waterfront Park;*
 27 *Consider relevant motions for action if appropriate shall be tabled until a future meeting of the*
 28 *Parks Committee. Motion carried – All ayes.*

29
 30 **Item No. 8. Report from staff on parks, properties and streets activities:**

31 Mann gave the following oral report:

- 32 • A great deal of effort has been expended by Parks Department employees on
- 33 raking the sledding hill. All the work has finally been finished and the hill is
- 34 "greening up" nicely.
- 35 • This summer there simply was not time to do "brushing" and street sign
- 36 maintenance as the Parks employees were busy maintaining the beach and
- 37 Waterfront Park. If at all possible those tasks will be completed this fall.
- 38 • The tractor and the Brutus will be going in for repairs soon.
- 39 • There are some trees which have to be removed from Waterfront Park. Because
- 40 of their proximity to buildings and electrical lines a tree removal company will
- 41 be hired.
- 42 • Hopefully work will commence on installation of memorial benches soon.
- 43 • The Marina Manager has requested that several dock fenders be remounted.

44
 45 **Item No. 9. Discussion regarding matters to be placed on a future agenda or referred**
 46 **to a committee, official or employee:**

47 *It was the consensus that the following issues shall be addressed at a future meeting of the Parks*
 48 *Committee:*

- 1 • Discussion regarding which Village Department is responsible for maintaining the
2 grounds at the Marina and in Marina Park; Consider a motion for action if appropriate.
3 • Discussion regarding the preferred location for the Waterfront Park Restrooms; Consider
4 a motion for action if appropriate.
5 • Review of the results of the SBAA's Waterfront Park Survey;
6 • Discussion regarding an RFP for vendors in Waterfront Park; Consider relevant motions
7 for action if appropriate.
8 • Discussion regarding the possibility of installing signage which identifies where Village
9 facilities and buildings are located; Consider a motion for action if appropriate.
10 • Discussion regarding Dog Park signage; Consider a motion for action if appropriate.
11 • Review of a proposal for painting of the trim on the Village Hall and the Post Office;
12 Consider a motion for action if appropriate.
13

14 **Adjournment:**

15 *A motion was made by Bhirdo, seconded by Clove to adjourn the September 7, 2016 meeting of*
16 *the Parks Committee at 7:59 P.M.*

17
18 *Motion carried – All ayes.*

19
20 Respectfully submitted,



21
22 Janal Suppanz,
23 Assistant Administrator

1 A motion was made by Enquist, seconded by Bhirdo that in 2017 the health insurance and all
2 other benefits the Village provides for its employees shall continue at the current levels. Motion
3 carried – All ayes.

4
5 **Item No. 3. Discussion on COLA for the 2017 budget year; Consider a relevant motion
6 for action:**

7 Jackson and Rass indicated that the 2017 CPI-U for Wisconsin is currently .68%.

8
9 A motion was made by Duffy, seconded by Bhirdo that the 2017 CPI-U for Wisconsin shall be
10 adopted by the Village, and, therefore, all eligible employees shall receive a .68 COLA, (Cost of
11 Living Adjustment), for the 2017 budget year. Motion carried – All ayes.

12
13 **Item No. 4. Consider a motion to convene into executive session pursuant to Wis.
14 Stats., §19.85(1)(c) to discuss personnel and employee benefits:**

15 At 8:42 A.M. a motion was made by Bhirdo, seconded by Duffy that the Personnel Committee
16 convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and
17 employee benefits. A roll call vote was taken on that motion and the Committee members voted in
18 the following fashion:

19
20 Bhirdo – Aye; Duffy – Aye; Enquist – Aye.

21
22 Motion carried.

23
24 **Item No. 5. Consider a motion to reconvene into open session:**

25 At 9:56 A.M. a motion was made by Bhirdo, seconded by Duffy that the Personnel Committee
26 reconvene into open session. Another roll call vote was taken, and the Committee members voted
27 in the following fashion:

28
29 Bhirdo – Aye; Duffy – Aye; Enquist – Aye.

30
31 Motion carried.

32
33 **Item No. 6. Consider a motion to take action, if required:**

34 A motion was made by Duffy, seconded by Enquist that the Village Administrator and the
35 Finance Director shall take all of the actions which were decided in the previously mentioned
36 closed session. Motion carried – All ayes.

37
38 **Item No. 7. Consider a motion to return to executive session pursuant to Wis. Stats.,
39 §19.85(1)(c) to discuss personnel and employee benefits:**

40 At 10:02 A.M. a motion was made by Bhirdo, seconded by Duffy that the Personnel Committee
41 return to executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and
42 employee benefits. A roll call vote was taken on that motion and the Committee members again
43 voted in the following fashion:

44
45 Bhirdo – Aye; Duffy – Aye; Enquist – Aye.

46
47 Motion carried.

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

2 *At 10:08 A.M. a motion was made by Bhirdo, seconded by Duffy that the Personnel Committee*
3 *reconvene into open session. Another roll call vote was taken, and the Committee members voted*
4 *in the following fashion:*

5

6

Bhirdo – Aye; Duffy – Aye; Enquist – Aye.

7

8 *Motion carried.*

9

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

11 No other formal action was taken.

12

13 **Item No. Matters to be placed on a future agenda or referred to a Committee or**
14 **Commission:**

15 *Enquist noted that the Youth Center Board has recommended that a part-time chaperone be hired*
16 *to work at the Youth Center. It was the consensus that discussion regarding hiring of a Beach*
17 *Attendant and/or Youth Center Attendant shall be referred to the Finance Committee.*

18

19 **Adjournment:**

20 *A motion was made by Bhirdo, seconded by Duffy to adjourn the meeting of the Personnel*
21 *Committee at 10:12 A.M. Motion carried – All ayes.*

22

23 Respectfully submitted,



24

25 Janal Suppanz,

26 Assistant Administrator

1 **SPECIAL PLAN COMMISSION MEETING MINUTES**
2 **THURSDAY, SEPTEMBER 1, 2016**
3 **Sister Bay-Liberty Grove Fire Station -2258 Mill Road**
4 **UNAPPROVED VERSION**
5

6 The September 1, 2016 special meeting of the Plan Commission was called to order by
7 Chairperson Dave Lienau at 5:34 P.M.

8
9 **Present:** Chairperson Lienau and members Scott Baker, Nate Bell, Don Howard, Marge
10 Grutzmacher, and Mary Kay Shumway. Shane Solomon arrived at 6:02 P.M.

11
12 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal
13 Suppanz

14
15 **Others:** Ron Kane, Ron and Barbara Sense, Bill Becker, Chris Schmeltz and Jim Lundstrom.

16
17 **As to the minutes for the August 23, 2016 meeting of the Plan Commission:**

18 *A motion was made by Baker seconded by Grutzmacher that the minutes for the August 23, 2016*
19 *meeting of the Plan Commission be approved as presented. Motion carried with Shumway abstaining.*
20

21 **Business Items:**

22 **Item No. 3. Discussion regarding an amendment to the Preliminary Plat for the Sister Bay**
23 **Market Place PUD, (a/k/a "The Braun Property"); Consider an appropriate motion for**
24 **action:**

25 **Item No. 4. Discussion regarding the preliminary architectural and site plans which were**
26 **submitted by JACO Management for Lot 8 of the Braun Development; Consider a motion**
27 **to take appropriate action:**

28 After a number of meetings a Preliminary Plat for the Sister Bay Market Place PUD, (a/k/a
29 "The Braun Property"), was approved by the Village Board. Originally there was a 30' utility
30 easement on Lot 7. After having conversations with potential developers Jackson has
31 recommended that the Preliminary Plat be amended in such fashion that Lots 2 and 3 are
32 reconfigured. He also is recommending that Lot 8 be shifted east. Lot 8 will then occupy the
33 area where the utility easement was originally, and Lot 7, which will have been reconfigured
34 and shifted west, will contain the relocated utility easement.

35
36 *A motion was made by Howard, seconded by Baker that the Plan Commission approves the*
37 *amendment to the Preliminary Plat for the Sister Bay Market Place PUD, (a/k/a "The Braun*
38 *Property"), which was reviewed at this meeting as presented. Motion carried – All ayes.*
39

40 Preliminary architectural and site plans which were submitted by JACO Management for a
41 building to be constructed on Lot 8 of the Sister Bay Market Place Property were included in
42 the meeting packets and the Commission members jointly reviewed those documents. Chris
43 Schmeltz was present and noted that the building he would like to construct is a story and a
44 half in size and will also have a basement seating area. The proposed building will house an
45 upscale restaurant, and "Smart Siding" which resembles wood will be utilized. There will be
46 a 6' setback from the back of the Mill Road sidewalk.
47

1 Jackson noted that Schmeltz informed him that he will be applying for a 300 seat liquor
 2 license. He also noted that all the people who have submitted Offers To Purchase for lots in
 3 Sister Bay Market Place thus far have seen the previously mentioned plans and didn't
 4 express any objections to them.

5
 6 *It was the consensus that some Door County stone, (approximately 36" high sections), should be*
 7 *utilized on the bottom portion of the building, and that awnings and decorative trim or "gingerbread"*
 8 *(moldings/trim) shall be added. Schmeltz presented a photo of the front façade of "The Tortoise Club"*
 9 *in Chicago, and the Commission members indicated that they would like to see the front façade of the*
 10 *proposed building resemble that structure. They also indicated that the glass panels on the upper level*
 11 *of the building were acceptable, but they would like the railing and support structure to have some*
 12 *architectural cohesion with the rest of the building.*

13
 14 *Schmeltz was instructed to see that revised plans which incorporate all of the previously mentioned*
 15 *architectural features are prepared and presented to Jackson so that they can be considered at a future*
 16 *meeting of the Plan Commission.*

17
 18 **Item No. 1. Discussion regarding architectural plans for the Stony Ridge Development**
 19 **Expansion project; Consider a motion to approve or amend presented plans:**

20 Architectural plans for the three eight unit apartment buildings to be constructed in the
 21 Stony Ridge Expansion project were presented to the Commission members by Keith Garot,
 22 and they jointly reviewed those documents. Garot presented siding, trim and shingle
 23 samples, and pointed out that he would like to utilize Georgia Pacific "Shadow" vinyl siding,
 24 "Weatherwood" shingles, and simulated Door County stone on the apartment buildings. The
 25 accent colors will be pewter and the trim will be white.

26
 27 Shumway expressed concerns about aesthetics on STH 57, and Jackson noted that at some
 28 point a Landscaping Plan for the buildings must be approved by the Plan Commission.
 29 Before Garot can receive any Occupancy Permits all required landscaping must be
 30 completed.

31
 32 *A motion was made by Baker, seconded by Bell that the architectural plans for the three eight unit*
 33 *apartment buildings to be constructed in the Stony Ridge Expansion Project which were reviewed at*
 34 *this meeting are approved as presented. Motion carried – All ayes.*

35
 36 **Item No. 2. Discussion regarding a recommendation from the Parks Committee to**
 37 **reconsider the "goat finial" option for the Village's Wayfinding Signage Project; Consider**
 38 **a motion to confirm the Parks Committee's recommendation and forward it on to the**
 39 **Village Board for final approval:**

40 The Parks Committee has recommended that Village officials reconsider the "goat finial"
 41 option for the Village's Wayfinding Signage, and a drawing depicting the preferred finial
 42 was included in the meeting packets.

43
 44 *A motion was made by Howard, seconded by Grutzmacher that the Plan Commission recommends*
 45 *that the Village Board accept the recommendation of the Parks Committee and reconsider the "goat*
 46 *finial" option for the Village's new wayfinding signage. If the Board agrees to reconsider the finial*
 47 *option, the Plan Commission is recommending that the employees from Living Labs be instructed to*
 48 *amend the wayfinding signage plans in such fashion that the goat finial depicted on the drawing*
 49 *which was included in the meeting packets is utilized. Motion carried with Shumway opposed.*

1
2 **Item No. 5. Report by the Zoning Administrator regarding development activities, various**
3 **enforcement actions, and issuance of Sign and Zoning Permits:**

4 Jackson gave the following oral report:

- 5 • Top soil has finally been placed on the sledding hill and the Maintenance Department
6 employees are working on seeding it at this time.
- 7 • State approvals have now been received for the Harbor View Project.
- 8 • The Stony Ridge Expansion Project is well underway and blasting is complete. Based
9 upon communications he had with a number of residents of the Stony Ridge Condo
10 Association a Zoning Compliance Notification Letter was issued to Keith Garot for
11 not completing a small amount of landscaping. Concerns were also raised that a
12 private road was being used by construction vehicles. Keith Garot has contacted him
13 and is working on the required landscaping.
- 14 • The Wayfinding Signage plans were formally approved by State officials. If the
15 Village Board approves of the revised "goat finial" it may be necessary to resubmit
16 the revised plans.
- 17 • Thanks to Senator Lasee and Representative Kitchens the waivers necessary to seek
18 D.O.A. approval of the Sister Bay Market Place plans have been received.
19 Engineering work is underway and Village officials will need to act aggressively by
20 conducting special meetings and establishing construction deadlines.
- 21 • An enforcement letter was recently mailed to the owners of The Wild Tomato. Wood
22 is sometime unloaded on Post Office Lane, which is a public roadway. This created a
23 number of problems, and the owners of the Wild Tomato have now agreed to abide
24 by restrictive delivery time limits. Jackson requested that the owners of The Wild
25 Tomato construct a fence on their property to provide screening and they did that,
26 but the fence was not constructed in the proper location. This issue will be referred to
27 the Parks Committee.

28
29 **Item No. 3. Matters to be placed on a future agenda or referred to a committee, official or**
30 **employee:**

31 *The next meeting of the Plan Commission will be conducted at 5:30 P.M. on Tuesday, October 25,*
32 *2016. There were no referrals to committees, officials or employees or recommendations for future*
33 *agenda items.*

34
35 **Adjournment:**

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

38
39 Respectfully submitted,

40 

41 Janal Suppanz, Assistant Administrator