



**BOARD OF TRUSTEES
MEETING AGENDA**

**Tuesday, October 4, 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

Deviations from the agenda order shown may occur.

Roll Call

Approval of agenda and minutes as published

Comments and Correspondence

New Village Board Business Items

1. Public Hearing on the 1st draft of the recommended 2017 Village Budget. Consider a motion to discuss and to refer to a Special Village Board meeting on November 3 at 6:00 for subsequent discussion and adoption.
2. Discussion on an amendment of the Sanitation Services contract with Going Garbage; Consider an appropriate motion for action.
3. 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.
4. Report on County activities from the County Supervisor, Dave Lienau.
5. Review of the financial statements and consideration of a motion to approve the monthly bills.
6. Report by the Village Administrator on Village Activities and Projects.
7. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
8. Consider a motion to reconvene into Open Session.
9. Consider a motion to take action, if required.
10. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

- | | | |
|----------------------|------------------------------|-----------------------|
| 1. Administrative | 2. <u>Reserved</u> | 3. Coastal Byways |
| 4. DCEDC | 5. Economic Development | 6. Finance |
| 7. Fire | 8. Fire District Exploratory | 9. Historical Society |
| 10. Library Building | 11. Marina and Marina Fest | 12. Parks |
| 13. Personnel | 14. Plan | 15. Comm / Tech |
| 16. SBAA | 17. Youth Center | 18. TZC |
| 19. Utility | 20. Admin and Comp Oversight | |

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-854-4118 or at zeke.jackson@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Sister Bay Village Administrator at 854-4118, (FAX) 854-9637, or by writing to the Village Administrator at the Village Administration Building, 2383 Maple Drive, PO Box 769, Sister Bay, WI 54234. Copies of reports and other supporting documentation are available for review at the Village Administrator's Office, Administration Building, 2383 Maple Drive during operating hours. (8 a.m. – 4 p.m. weekdays).

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

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, SEPTEMBER 20, 2016**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION - 2258 MILL ROAD**
4 **UNAPPROVED VERSION**
5

6 The September 20, 2016 meeting of the Village of Sister Bay Board of Trustees was called to
7 order by Village President Dave Lienau at 6:02 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, Henk Wolst and Jeff Johnson from Going Garbage, Judith Ross-
16 Stevenson, Rob Zoschke and Jackson Parr

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

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

21
22 **Approval of the minutes for the August 9, 2016 Village Board Meeting/Strategic Planning**
23 **Session:**

24 Clove, Enquist and Baker suggested that a number of grammatical revisions be made to the
25 August 9, 2016 Village Board Meeting/Strategic Planning Session Minutes, and Suppanz
26 took note of all of them.

27
28 *A motion was made by Clove, seconded by that the minutes for the August 9, 2016 Village Board*
29 *Meeting/Strategic Planning Session be approved as amended. Motion carried – All ayes.*

30
31 **Approval of the minutes for the August 16, 2016 meeting of the Village Board:**

32 *A motion was made by Baker seconded by Bhirdo that the minutes for the August 16, 2016 meeting of*
33 *the Village Board be approved as presented. Motion carried – All ayes.*

34
35 **Approval of the minutes for the September 14, 2016 special meeting of the Village Board:**

36 *A motion was made by Bhirdo, seconded by Baker that the minutes for the September 14, 2016*
37 *meeting of the Village Board be approved as presented. Motion carried – All ayes.*

38
39 **Comments and correspondence:**

40 Lienau asked if anyone wished to comment regarding a non-agenda item. No one
41 responded.

42
43 He then noted that the following pieces of correspondence had been received and were
44 included in the meeting packets, and Jackson read those documents aloud:

- 45 • A letter from Kurt (Kip) Pagel regarding issues he has with installation of a fuel dock
46 at the Sister Bay Marina.
47 • E-mails from/to Tom Altstiel concerning concerns he had about noise issues and park

1 closure hour violations which he believes arose during Marina Fest.

2
3 *Lienau and Duffy noted that the Marina Fest concerts were concluded earlier this year than*
4 *any other year. Lienau also stated that he believes Mr. Altstiel's comment that "the Village*
5 *voted to have no noise limits during Marina Fest" was incorrect.*

- 6
7 • An e-mail from Eric Lundquist concerning commercial vendor opportunities at the
8 Marina.
9 • E-mails from/to Walter and Debra Sommer concerning concerns they had about noise
10 issues which arose during a Marina Fest concert.
11 • A letter from Vilius and Alma Vaiecekauskas, the owners of the Sister Bay Inn and
12 North Spring Rentals. In their letter the Vaiecekauskas state that their customers love
13 the new beach and absolutely enjoyed the concerts in the park.
14 • A letter from Ron Kane, the Vice-President of the SBAA. In that letter Kane notes that
15 the SBAA Board of Directors would like to respectfully decline the opportunity to
16 participate in the vendor selection process for Waterfront Park.
17

18 **Item No. 3. Discussion on the upcoming expiration of a contract for sanitation services**
19 **with Going Garbage; Consider an appropriate motion for action:**

20 The Village provides solid waste and recycling services through contract with Going
21 Garbage. The current contract was entered into in 2012 and expires at the end of 2016. That
22 contract provided for renewal upon the consent of both parties for successive three year
23 periods, and staff has recommended that the Village Board renew the contract with Going
24 Garbage for another three years. The only improvement that Jackson can envision would be
25 to move to "single stream recycling". He discussed this issue with Jeff Johnson and Henk
26 Wolst of Going Garbage, and they are amenable to moving in this direction as the collection
27 process would be simplified. Basically larger single stream recycling containers would be
28 utilized, and re-labeling and conversion to those containers would take place over time.
29

30 Johnson and Wolst were present and made an oral presentation regarding a contract
31 extension and the proposed garbage collection/recycling rates which would be charged
32 during the new contract term. Basically the contract extension as proposed would have a
33 potential total cost increase of approximately \$1,000.
34

35 *It was the consensus that the contract for sanitation services with Going Garbage shall be extended for*
36 *a three year period, and therefore, Johnson and Wolst were asked to provide a draft contract extension*
37 *document to Jackson which includes all of the provisions which were discussed at this meeting. That*
38 *document shall be included in the packets for a future meeting of the Village Board.*
39

40 **Item No. 1. Discussion on a recommendation from the Plan Commission following a**
41 **public hearing on a proposed redraft of §66.0700 of the Municipal Code, (the Sign Code);**
42 **Consider an appropriate motion for action:**

43 In the case which is entitled "Reed v. Gilbert" the issue of free speech regulation by local
44 government was considered. The Supreme Court has often said that the government
45 generally may not impose content-based speech restrictions. Content-neutral restrictions,
46 such as evenhanded restrictions on sound amplification, blocking traffic, and the like are
47 often constitutional; and that extends to content-neutral restrictions aimed at promoting
48 orderly development, such as limits on the size and quantity of signs. In effect, the Village's

1 Sign Ordinance is no longer Constitutional, as it treats speech by different individuals in
 2 different ways. A public hearing was conducted by the Plan Commission on this issue, and
 3 the members of the Commission recommended that the document which was included in the
 4 meeting packets be approved.

5
 6 Several of the Board members indicated that they would like to see a “tracked changes”
 7 version of the Sign Code, and it was the consensus that such a document shall be reviewed at
 8 a future meeting of the Village Board.

9
 10 *A motion was made by Bhirdo, seconded by Baker that Agenda Item No. 1 - Discussion on a*
 11 *recommendation from the Plan Commission following a public hearing on a proposed redraft of*
 12 *§66.0700 of the Municipal Code, (the Sign Code); Consider an appropriate motion for action shall be*
 13 *tabled until a future meeting of the Village Board. Motion carried – All ayes.*

14
 15 **Item No. 2. Public recognition of Marina Fest donors:**

16 A story was published in The Pulse about the conversation which took place at the last
 17 Village Board Meeting concerning the future of Marina Fest. After that story ran a flurry of
 18 phone calls were received at the Village Office from people who wanted to “save Marina Fest
 19 and \$8,000 in additional donations was received!!! A document on which the names of all the
 20 Marina Fest sponsors had been listed was included in the meeting packets.

21
 22 *A motion was made by Clove, seconded by Baker that an ad shall be run in The Pulse which recognizes*
 23 *and thanks all the Marina Fest donors. Motion carried – All ayes.*

24
 25 Duffy and Clove noted that it was never the intent of the Marina Fest Committee to cancel
 26 that event.

27
 28 **Item No. 4. Discussion on a recommendation from the Utilities Committee to add**
 29 **driveway culverts as a condition of issuance of a driveway permit; Consider an**
 30 **appropriate motion for action:**

31 Staff and the Utilities Committee have recommended that when appropriate “culvert
 32 installation” be included as a requirement when driveway permits are issued.

33
 34 *A motion was made by Bhirdo, seconded by Duffy that the Village Board accepts the recommendation*
 35 *of the Utilities Committee and requires that when appropriate a provision shall be added to driveway*
 36 *permits which states that culverts must be installed. Motion carried – All ayes.*

37
 38 **Item No. 5. Consider a motion to discuss and confirm President Lienau’s appointments:**

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

40
 41 **Item No. 6. Report on County activities from the County Supervisor, Dave Lienau:**

42 Lienau gave the following oral report:

- 43 • At today’s County Board Meeting Shoreland Zoning was addressed, and the decision
 44 was made that the County’s zoning regulations shall be amended in such fashion that
 45 they comply with Act 286.

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

3 Financial reports for the period August 13, 2016 to September 15, 2016 were included in the
 4 meeting packets and the Committee members jointly reviewed those documents.

5
 6 *A motion was made by Lienau, seconded by Baker that the monthly bills depicted on the reports which*
 7 *were included in the meeting packets totaling \$588,255.26 are all approved. Motion carried – All ayes.*
 8

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

10 Jackson gave the following oral report:

- 11 • After examining wave action on the drainage outfall pipes, employees from JJR and
 12 Village staff members have noticed impaction by small stones. A myriad of solutions
 13 have been suggested, and the decision has been made that a breakwater shall be
 14 created with large stones this fall.
- 15 • Engineering work is now complete on the Harbor View Project.
- 16 • Construction is actively underway on the Stony Ridge Project.
- 17 • Construction is underway on the final building in the Niagara Ridge Project.
- 18 • State approved plans have been received for the Wayfinding Signage Project. The
 19 Finance Committee has recommended that this project be “put on hold” for 2017,
 20 and, instead money be expended for Village street signage as the existing signage is
 21 very faded and hard to read.

22
 23 *Enquist stated that she is disappointed that this action was taken as all the work which was*
 24 *done on the Wayfinding Signage Project now appears “to be a waste of time”.*

25
 26 *Lienau explained that the work which has been completed on the Wayfinding Signage Project*
 27 *to date would have been required anyhow. Since there is still some finish work which needs to*
 28 *be completed downtown the members of the Finance Committee felt it would make the most*
 29 *sense to put money toward updating the Village’s street signage ASAP since that is a*
 30 *pressing need. The work on the Wayfinding Signage Project will resume at some point in the*
 31 *future.*

- 32
 33 • The Braun site development is consuming the vast majority of his time. There are a
 34 number of complexities which will arise from developing the site in the dense fashion
 35 which has been chosen. Engineering has been finalized and bids should be available
 36 for consideration at the October 4, 2016 Board Meeting. Construction will probably
 37 commence immediately after Fall Fest.
- 38 • Work is well underway on the 2017 budget.

39
 40 **Committee Reports:**

41 **(1) Administrative Committee:**

42 The Administrative Committee has not met recently.

43
 44 **(2) Communication and Technology Committee:**

45 The Communication and Technology Committee has not met recently.

46
 47 **(3) Door County Coastal Byways Commission:**

48 The Coastal Byways Commission will be meeting on Thursday.

- 1 **(4) DCEDC:**
2 Work is ongoing on looking for a replacement for Bill Chaudoir, who has retired.
3
- 4 **(5) Economic Development Committee:**
5 The Economic Development Committee has not met recently.
6
- 7 **(6) Finance Committee:**
8 The Finance Committee has met on a number of occasions recently and a series of
9 meeting minutes were included in the meeting packets.
10
- 11 *Enquist asked for an explanation as to why the Finance Committee had decided to disallow the*
12 *salary increase for the Fire Chief which had been included in the Sister Bay-Liberty Grove Fire*
13 *Department's budget for 2017. She also asked how much of the Chief's salary the Village*
14 *actually pays.*
15
- 16 *Bhirdo explained that at the present time the Fire Chief's salary is \$19,500, and the Village*
17 *pays 1/3 of that salary. Everyone agrees that the current Fire Chief, Chris Hecht, does an*
18 *excellent job, and last year the Village Board members decided that the Chief's salary should be*
19 *increased. There are concerns that a future Fire Chief may dedicate less time to the job, which is*
20 *a voluntary position, or not be as qualified as Chris. Therefore, the Finance Committee felt*
21 *uncomfortable granting such a salary increase on an annual or automatic basis.*
22
- 23 **(7) Fire Board and Fire District Exploratory Committee:**
24 A Fire Board meeting was scheduled for this morning, but due to quorum issues it had
25 to be cancelled.
26
- 27 The Fire District Exploratory Committee has not met recently.
28
- 29 **(8) Historical Society:**
30 The Historical Society met on September 1, 2016 and an update was given on the status
31 of the Barn Building Project. Discussion also took place regarding fundraising for that
32 project.
33
- 34 **(9) Library Commission:**
35 The Library Commission met on September 13, 2016, but those minutes have not been
36 completed yet. Attendance is up considerably at the Library. The budget for 2017 has
37 increased by \$300.
38
- 39 **(10) Marina Committee and Marina Fest Committee:**
40 No action based on the Marina Committee Meeting Minutes which were included in
41 the meeting packets. The Marina Committee will be meeting again tomorrow.
42
- 43 This year's Marina Fest was "wonderful" and was well attended. The Marina Fest
44 Committee will be conducting a wrap-up meeting soon.
45
- 46 **(11) Parks:**
47 No action based on the minutes which were included in the meeting packets.
48

(12) Personnel Committee:

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

(13) Plan Commission:

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

(14) SBAA:

The SBAA met on September 8, 2016 but those minutes have not been approved yet. The SBAA Annual Meeting will be conducted on October 27, 2016. Chris Milligan has been doing research regarding light pole banners and was informed that flexible banner brackets may also be required as the existing brackets tend to bend. A sample banner and a set of flexible brackets have been requested. Discussion took place regarding the Fall Fest ping pong ball drop and Milligan is looking into several different options for distributing the ping pong balls.

(16) Youth Center:

The Youth Center Board met on September 9, 2016. Attendance has been quite good at the Youth Center. The kids made quite a bit of money at Marina Fest by selling glow sticks and helping out in Gary Chaudoir's booth.

(17) Tourism Zone Commission:

The Tourism Zone Commission will now have a permanent office in the Country Walk Shops complex.

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

Due to scheduling conflicts the last meetings of the Utilities (WWTP) and the Water, Sewer and Storm Sewer Committees had to be cancelled.

(19) Administration/Compensation Oversight:

The Administration/Compensation Oversight Committee has not met recently.

At 8:22 P.M. a brief recess was taken and the Board members reconvened at 8:26 P.M.

Item No. 9. : Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session, and §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved:

At 8:27 P.M. a motion was made by Lienau, seconded by Bhirdo that the Village Board convene into executive session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session, and §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

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

2
3 *Motion carried.*

4
5 **Item No. 10. Consider a motion to reconvene into open session:**

6 *At 8:56 P.M. a motion was made by Bhirdo, 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 *Lienau – Aye; Baker – Aye; Bell – Aye; Bhirdo – Aye; Clove – Aye; Duffy – Aye; Enquist – Aye*

13
14 *Motion carried.*

15
16 **Item No. 11. Consider a motion to take action, if required:**

17 There was no formal action taken.

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

21 It was the consensus that the following issues shall be addressed at a future meeting of the
22 Village Board:

- 23 • Review of the proposed contract extension for sanitation services with Going Garbage;
- 24 Consider a motion for action if appropriate.
- 25 • Discussion on a recommendation from the Plan Commission following a public
- 26 hearing on a proposed redraft of §66.0700 of the Municipal Code, (the Sign Code);
- 27 Consider an appropriate motion for action.

28
29 **Adjournment:**

30 *A motion was made by Bhirdo, seconded by Baker to adjourn the meeting of the Board of Trustees at*
31 *8:58 P.M. Motion carried – All ayes.*

32
33 Respectfully submitted,

34 

35 Janal Suppanz,
36 Assistant Administrator

Janal Suppanz

From: Eric Lundquist [elundquist2010@gmail.com]
Sent: Tuesday, September 27, 2016 9:55 AM
To: Zeke Jackson
Subject: 2017 Sister Bay Marina Commercial Slip RFP

Hello Sister Bay Village Board,

I am pleased to hear that the Sister Bay Marina Committee has decided to recommend to the Village Board that the commercial slips at the marina get put out to RFP after 10 years since their inception. It is my hope that the Village Board does indeed follow through with this recommendation. Ten years ago several of us applied for what ended up to be two commercial tour boat slips. One for a powered vessel and one for a sail vessel. There was a list of criteria to judge the proposals and an interview process that ultimately awarded the proposal that best matched the vision of the committee. Jim Robinson was awarded the original powered vessel tour boat contract. It was explained to the rest of us that Jim's experience ultimately made the marina committee most comfortable and confident at that time. It was also explained that if the operator ever changed that the space would go out for RFP once again and we would have an opportunity to bid again.

Three years ago Jim announced that he was dealing with some unfortunate health issues and bringing in a partner (Jeff) to help him run his operation. I believe it was the hope & anticipation from the marina committee that Jim would return to run the Sister Bay powered vessel tour boat operation. Unfortunately, Jim has permanently moved his boat to Gills Rock and has been running that operation ever since. Jeff was left to run the operation in Sister Bay with a new water taxi boat. Jim did indeed have a great deal of experience and knowledge within the maritime industry. The Sister Bay operation has never quite been the same since his absence. Neither Jeff nor the water taxi boat were a part of the original RFP bid. Hence the new RFP.

I wanted to approach the board to consider the sensitivity of this RFP process. There may be several applicants to approach with proposals for spaces that now include boat rental, powered boat tours and sail tours. Many of us may be making proposals and very well may be denied for a second time after waiting 10 years for another opportunity. This is a small town and many of us, including committee members have personal relationships. I believe in order to administer an RFP that won't be later scrutinized by the public, a clear process explained to all applicants at the onset accompanied by a clearly defined list of judging criteria is essential. This will also help to alleviate any potential hard feelings.

I realize that the marina committee is made up of very competent and fair individuals. But, the reality is almost all of these new members weren't a part of the original committee that offered the first RFP, performed the interviews with us candidates and broke the news after the fact to many of us whom weren't selected. I believe it would alleviate some pressure from the Marina Committee members if the Village Board would participate/oversee the establishing and administration of the RFP process including a detailed list of judging criteria. Thank you for your consideration.

Eric Lundquist
10735 Woodcrest Rd
Sister Bay, WI 54234
920-333-0217

Sent from my iPhone



Village of Sister Bay

BOARD REPORT

Meeting Date 10/04/2016

Recommendation:

It is the recommendation that the Village Board accepts the recommendation of the Finance Committee and the various standing committees, to review the 2017 Annual Budget and adopt Resolution 340-100416 and the budget as presented following public input and hearing. Historically, the budget has been presented and a public hearing held while formal adoption of the resolution took place at a subsequent meeting.

Background:

The Village budget has been examined and recommended by the various oversight committees that oversee the Water, Wastewater, and Collection Utilities, Marina, Special Revenue and Governmental Budgets. A summary of significant budgetary items is addressed below:

General Revenues and General Government, Including Parks

- Marina Fest: The Marina Committee recommended that the Marina Fund transfer an amount of \$10,000 to the General Fund to cover some of the expenses for Marina Fest. The remainder of the expenses and all revenues are borne by the General Fund.
- Trolley Service: In an attempt to alleviate some traffic flow problems in the Village, a trolley service has been included in the 2017 Budget. Planning associated with the trolley service is in its preliminary stages. Revenues associated with the service, included in general revenues, are budgeted to come from sponsorships and route advertising. Expenses related to the service, included in the Parks Budget, are due to employee costs, marketing, leasing, fuel, insurance, and maintenance.
- Recreation Equipment and Supplies: The increase in the 2017 Budget for recreation equipment is related to the need to replace some playground equipment throughout the Village.
- Storm Drainage System: The Village's storm drainage system requires significant improvements. \$25,000 budgeted in 2017 will cover some small repairs as roads as repaired throughout the Village. It is expected that increased expenditures will continue to occur in subsequent years.

Special Revenue Funds

Beginning in 2017, the Ice Rink Fund will be the only remaining special revenue fund. The budgeted fund balance in 2017 is expected to be \$6,137. The Marketing and Skate Park Funds are being closed in 2016 as they are no longer used.

Debt Service

- Stony Ridge Development: In 2016, the Village entered into a Developer's Agreement with Stony Ridge Development in which the Village would facilitate a loan to the Developer and in turn the Village would receive interest income for this service. The Debt Service Fund reflects

the proceeds of this loan in 2016 and 2017, the associated interest income, and the transfer of loan proceeds to the TID to cover the expenditures of the development.

- Braun Property Debt: Proceeds from sales of lots on the Braun property will be used for additional payments on the debt. Using the proceeds from the sales, the life of the debt is shortened by five years.

Capital Improvement Fund

The Capital Fund is funded almost entirely by transfers from the general fund. Budgeted allocations in 2017 are:

- \$22,000 for capital expenses of the Sister Bay Liberty Grove Fire Department;
- \$90,000 for streets resurfacing and storm water work;
- \$10,000 to increase the reserve allocation for a Parks building;
- \$25,000 allocated to replace a Parks vehicle;
- \$7,000 allocated to purchase a utility vehicle for the Parks Department;
- \$25,000 to increase the reserve allocation for improvements and air conditioning at the Village Hall;
- \$5,000 for information technology upgrades;
- \$35,000 allocated to complete improvements to Canterbury, Maple, and Applewood; and
- \$10,000 allocated to the sledding hill, which satisfies an over-expenditure in that item of approximately \$5,000 and allows additional funds to be expended for a snow machine.

The Parks and Finance Committee also approved the 2017 outlays of capital funds from Various Parks Projects reserves for a lawn mower, a Tarzan boat, and a slide on the swim dock.

Tax Increment District #1

Tax Increment is expected to increase in 2017. Although final values for increment will not be available until 2017, estimated values are based on an increase in TID value of \$2,076,200, which is a 4% increase over 2015.

- Braun Property: As previously stated, proceeds from sales of lots on the Braun property will be used for additional payments on the debt. There are also budgeted outlays in 2017 for improvements on the Braun property including a parking lot, engineering, and utility work.
- Stony Ridge Development: As previously stated, the TIF Budget reflects the interest income as a result of this agreement.

Marina Enterprise Fund

- Revenues: Public charges and commercial revenues were increased as a result of a rate increase approved by the Marina Committee.
- Marina PILOT: The calculation of the PILOT payment was based on the net asset value as shown in the Village's 2015 financial statements rather than the insurance replacement values which were used in previous years. The current calculation mirrors the calculation for the Water Fund.

Utility Funds

Revenues and expenses in the Utility Funds were maintained at levels similar to 2016. The following capital expenditures in the Utility Funds were budgeted for 2017:

- Replacement of the 2001 Ford F350 at a cost of \$45,000 from operating funds;
- Replacement/Repair of flow line and manhole at Sister Bluff Estates at a cost of \$40,000 from replacement funds;
- Replacement/Repair of flow line and manhole at Pheasant Court at a cost of \$6,000 from replacement funds;
- Maintenance on the main lift station generator at a cost of between \$100,000 and \$400,000 from replacement funds; and
- Replacement of the valve operating wrench at a cost of \$6,239 from operating funds.

Fiscal Impact:

Property tax revenues are budgeted to be \$2,267,001, which is an increase of 1.94% over 2015.

The assessed value of the Village is expected to be \$413,082,407. This is a decrease of \$11,277,694 from 2015.

The mill rate will be \$5.48 per \$1000. This is an increase of 4.72% over last year's mill rate.

Sample Home Value	Property Tax		Difference
	2016	2017	
\$100,000	\$524.04	\$548.80	\$24.76
\$200,000	\$1,048.08	\$1,097.60	\$49.52
\$300,000	\$1,572.12	\$1,646.40	\$74.28

Based on this budget, the following fund balances are estimated:

- General Fund: \$609,941 (fund balance percentage – 26.26%)
- Ice Rink: \$6,137
- Capital: \$1,165,068
- TID #1: \$90,161
- Debt Service: \$2,094

Respectfully submitted,

Tasha Rass
Finance Director



**Village of Sister Bay
2017 Annual Budget
and
Capital Improvement Program**

Tuesday, October 4, 2016

2017 Budget v 12.xlsx

Village of Sister Bay 2017 Annual Budget 15

		2014	2015	2016	2016	2017
Fund / Department	Estimate	Actual	Actual	Budget	Estimate	Budget
Budget Summary - General Fund Only						
Beginning Unrestricted Balance						
		408,763	748,450	616,901	756,367	648,743
Revenues						
	Taxes	1,179,829	1,188,580	1,201,174	1,201,174	1,813,601
	Other Taxes	140	57	134	54	59
	Intergovernmental Revenue	82,708	105,410	98,201	107,649	70,451
	Licenses and Permits	21,911	31,659	16,355	55,080	26,870
	Fines, Forfeitures & Penalties	490	334	350	330	400
	Public Charges for Services	12,059	9,698	35,240	25,757	38,050
	Intergovernmental Charges	13,391	16,696	11,200	11,000	11,200
	Other Revenue	482,659	713,709	27,294	25,593	24,394
	Other Financing Sources	161,905	163,837	168,079	170,885	108,220
	Total Revenues	\$1,955,092	\$2,229,980	\$1,558,027	\$1,597,522	\$2,093,245
	Total Funds Available	\$2,363,855	\$2,978,430	\$2,174,928	\$2,353,889	\$2,741,988
Expenditures						
	General Government	518,818	532,027	558,023	542,020	658,335
	Administration	196,177	243,952	236,473	221,419	263,149
	Parks and Streets	548,710	549,129	616,152	605,151	760,562
	Capital	0	0	0	0	0
	Transfers	351,700	896,955	315,000	336,556	450,000
	Debt	0	0	0	0	0
	Total Expenditures	\$1,615,405	\$2,222,063	\$1,725,649	\$1,705,146	\$2,132,047
Audit Adjustment						
	Ending Fund Balance	\$748,450	\$756,367	\$449,279	\$648,743	\$609,941
	<i>Proof to Audit</i>	<i>748,451</i>	<i>756,369</i>			
Fund Balance Classifications						
		<i>estimated:</i>				
	Nonspendable	22,993	40,154	20,000	46,132	50,000
	Restricted		1,807			
	Committed	435,750	999,570			
	Assigned	46,522	197,622			
	Unassigned Reserves (audit, p.6)	243,185	406,188	429,279	602,611	559,941
		748,450	1,645,341	449,279	648,743	609,941
	Fund Balance Percentage	15.05%	18.28%	24.88%	35.34%	26.26%
	Amt. over/(under) required Reserves	(\$143,851)	(\$149,328)	(\$2,133)	\$176,324	\$26,930
	<i>(amount over 25% of next year's expenditures)</i>					

Village of Sister Bay 2017 Annual Budget ¹⁶

		2014	2015	2016	2016	2017
Fund 100 / Departments 51 - 53		Actual	Actual	Budget	Estimate	Budget
Revenues						
Taxes						
41110	General Property	1,179,829	1,188,580	1,201,174	1,201,174	1,813,601
41150	Managed Forest Lands	34	34	34	34	34
	Subtotal	\$1,179,863	\$1,188,614	\$1,201,208	\$1,201,208	\$1,813,635
Other Taxes						
41800	Interest & Penalties - Taxes	105	23	100	20	25
	Subtotal	\$105	\$23	\$100	\$20	\$25
Intergovernmental Revenue						
43410	State Shared Revenue	9,036	9,036	9,036	19,788	9,036
43415	Expenditure Restraint		0	10,751	10,751	0
43420	Fire Insurance Dues	14,717	13,589	13,600	14,244	14,244
43430	State Aid - Computer Aids	1,172	1,185	1,200	1,415	758
43531	State Aid - Roads	52,437	50,445	58,011	43,509	43,500
43650	Forest Lands	4	3	3	13	13
43690	State Grants Other		25,555	0	15,000	0
43791	Recycling Rebate	5,342	5,597	5,600	2,929	2,900
	Subtotal	\$82,708	\$105,410	\$98,201	\$107,649	\$70,451
Licenses and Permits						
44110	Liquor	8,350	8,208	8,200	30,585	8,700
44120	Operators' Licenses	800	750	750	720	750
44130	Soda	130	135	130	135	130
44140	Cigarette	50	50	50	50	50
44210	Dog	38	28	25	50	40
44300	Building Permits	10,434	16,513	5,000	12,000	12,000
44410	Rezoning Petition & Fees	1,175	3,825	1,200	9,465	4,000
44420	Conditional Use Requests	0	800	400	0	400
44430	Map/Text Amendment Requests	100	900	100	1,300	400
44910	Sign Permits	835	450	500	775	400
	Subtotal	\$21,911	\$31,659	\$16,355	\$55,080	\$26,870
Fines, Forfeits & Penalties						
45210	Citations/Pkg Tickets	490	334	350	330	400
	Subtotal	\$490	\$334	\$350	\$330	\$400

Village of Sister Bay 2017 Annual Budget ¹⁷

		2014	2015	2016	2016	2017
Fund 100 / Departments 51 - 53		Actual	Actual	Budget	Estimate	Budget
Revenues						
Public Charges For Services						
46110	Assessment Letter Fees	2,460	3,180	2,500	2,500	2,500
46120	Plan Commission Meeting Fees	500	0	400	9,300	1,000
46140	Publishing Fees	420	440	440	600	400
46310	Hwy Dept Charges Reimbursed	1,471	280	400	1,465	400
46721	Memorial Benches	1,400	400	800	400	2,000
46722	Memorial Trees	0	0	200	0	0
46741	Festival/Event Fees	4,772	4,650	30,000	4,800	5,000
46743	MarinaFest Revenues/Donations		0	0	0	15,000
46744	Transportation Route Sponsorship					6,000
46745	Transportation Advertising					5,000
46900	Misc Charges For Services	1,036	748	500	6,692	750
	Subtotal	\$12,059	\$9,698	\$35,240	\$25,757	\$38,050
Intergovernmental Charges						
47324	EMS Building Rental Charge	10,618	14,446	8,500	8,000	8,000
47390	Library charges	2,772	2,250	2,700	3,000	3,200
	Subtotal	\$13,391	\$16,696	\$11,200	\$11,000	\$11,200
Other Revenue						
48110	Interest on Investments	1,698	3,240	3,200	525	1,500
48210	Building Rental - Post Office	16,200	14,850	16,994	16,676	16,994
48220	Building Rental - Village Hall	4,185	2,953	2,500	3,500	2,500
48240	Building Rental - Fire Station	358	389	350	650	650
48250	Park Rental	4,318	930	1,000	2,588	2,500
48300	Sale of Property & Equipment	455,650	690,955	3,000	0	0
48400	Insurance Recovery	0	0	0	1,384	0
48910	Refunds	0	231	0	0	0
48990	Miscellaneous Other Revenue	250	161	250	270	250
	Subtotal	\$482,659	\$713,709	\$27,294	\$25,593	\$24,394
Other Financing Sources						
49220	Transfers from Marina Fund for MarinaFest Sponsorship	0	0	0	0	10,000
49221	Transfers from Marina PILOT	161,905	128,380	126,356	126,356	56,497
49226	Transfers from Utility PILOT	0	35,457	41,723	41,724	41,723
49227	Transfers from Special Revenue				2,805	
	Subtotal	\$161,905	\$163,837	\$168,079	\$170,885	\$108,220
Total Revenues		\$1,955,092	\$2,229,980	\$1,558,027	\$1,597,522	\$2,093,245
<i>Proof to Audit (p.11)</i>		<i>1,955,092</i>	<i>2,229,981</i>			

Village of Sister Bay 2017 Annual Budget 18

		2014	2015	2016	2016	2017
Fund 100 / Department 51		Actual	Actual	Budget	Estimate	Budget
General Government						
Direct Employee Costs						
51105	Salaries, Board Members	29,780	29,580	32,940	33,080	34,200
51120	Social Security	2,278	2,263	2,520	2,531	2,616
51145	Insurance, Work Comp	34	25	98	108	147
	Subtotal	\$32,092	\$31,868	\$35,558	\$35,719	\$36,963
Indirect Employee Costs						
51201	Travel/Training	1,069	630	2,500	780	2,500
51210	Expense Allowance	280	35	750	376	500
51225	Recognition	417	460	500	686	750
	Subtotal	\$1,766	\$1,125	\$3,750	\$1,842	\$3,750
Utility Costs						
51301	Administration Building	5,194	4,661	5,000	4,908	5,200
51305	Village Hall	12,485	9,104	12,500	8,500	8,800
51315	Fire Station	48,212	33,039	40,000	27,000	30,000
51360	Hydrant Rental Fees	42,000	49,781	52,375	42,000	44,000
51370	Internet	3,238	2,159	3,300	2,159	3,000
	Subtotal	\$111,708	\$98,775	\$113,175	\$84,567	\$91,000
Supplies						
51405	Computer software/hardware	524	1,299	1,000	250	1,000
51410	Printing & Copying	359	145	250	272	300
51420	Dues and Publications	1,592	1,527	1,600	1,550	1,600
51425	Maps	30	45	100	179	200
51450	Public Relations	0	19	2,000	1,400	1,500
51495	Miscellaneous Supplies	27	15	50	30	50
	Subtotal	\$2,531	\$3,050	\$5,000	\$3,681	\$4,650

Village of Sister Bay 2017 Annual Budget 19

		2014	2015	2016	2016	2017
Fund 100 / Department 51		Actual	Actual	Budget	Estimate	Budget
General Government						
Other Services						
51502	Building Inspection Services	8,350	4,033	4,500	6,990	7,000
51504	Information Technology	326	325	1,200	3,800	3,500
51505	Engineering	0	8,460	5,000	4,950	15,000
51510	Consulting	9,367	6,681	5,000	3,875	5,000
51514	Sheriff Security Services	6,599	3,322	3,000	3,000	3,500
51515	Legal Services	36,929	34,201	36,000	45,000	90,000
51520	Assessment Services	34,500	34,500	34,500	34,500	34,500
51525	Property/Liability Insurance	10,109	12,233	12,500	32,758	33,000
51530	Legal Notices & Ads	1,352	1,070	750	850	1,000
51532	Publicity	866	412	500	425	1,200
51535	Web Site Support	142	240	750	375	500
51540	Tax Billing Costs	2,475	2,568	2,600	2,660	2,750
51542	Tax Assessment Refunds	19,626	16,395	0	991	1,500
51545	Election Costs	1,351	963	2,500	2,000	1,200
51546	Election Officials	3,150	1,100	4,000	4,830	2,500
51555	Board of Review	399	171	500	1,000	500
51567	Festival/Event Costs	6,106	6,110	0	1,805	25,000
51570	Zoning Board of Appeals	160	0	200	0	0
51575	Plan Commission	1,369	1,421	1,600	1,400	1,600
51590	Miscellaneous Boards	640	800	900	1,266	900
51595	Miscellaneous Services	85	44	100	75	100
53101	SBAA		573	0	0	0
	Subtotal	\$144,262	\$135,622	\$116,100	\$152,550	\$230,250
Maintenance						
51641	Administration Building	3,016	2,970	3,200	2,825	3,500
51642	Village Hall	2,555	1,841	2,200	2,000	2,000
51643	Post Office	2,223	1,995	2,000	600	1,500
51645	Fire Station	14,861	44,594	50,000	15,000	20,000
51647	Pavilion	30	92	0	1,919	2,000
	Subtotal	\$22,719	\$51,492	\$57,400	\$22,344	\$29,000
Support						
51801	Cemetery	2,139	2,592	3,000	2,739	3,000
51805	Library	27,901	30,422	30,000	30,000	30,000
51810	Sister Bay Advancement	50,000	50,000	50,000	75,000	70,000
51830	Humane Society	1,000	1,000	1,000	1,000	4,000
51840	Fire Services	110,683	115,321	120,790	120,790	129,912
51850	Historical Society	5,000	5,000	5,000	5,000	5,000
51860	DCEDC	2,500	2,500	2,500	2,500	3,000
51876	Greater Escarpment Org - DC					5,000
51880	Coastal ByWays	300	300	300	300	300
	Subtotal	\$199,523	\$207,135	\$212,590	\$237,329	\$250,212

Village of Sister Bay 2017 Annual Budget 20

		2014	2015	2016	2016	2017
Fund 100 / Department 51		Actual	Actual	Budget	Estimate	Budget
General Government						
Other						
51910	Bad Debt Exp.	551	459	450	723	0
51930	Bank Fees & Finance Charges	2,205	2,471	4,000	3,255	2,500
51950	Misc. Other Exp.	1,461	30	0	10	10
51999	Contingency	0	0	10,000	0	10,000
	Subtotal	\$4,218	\$2,960	\$14,450	\$3,988	\$12,510
Transfers						
51992	Transfer to Ice Rink Fund	5,000	16,000	5,000	5,000	10,000
51993	Transfer to Marketing Fund				21,556	
51994	Transfer to CIP Fund	346,700	190,000	310,000	310,000	239,000
51995	Transfer to TIF		690,955	0	0	201,000
	Subtotal	\$351,700	\$896,955	\$315,000	\$336,556	\$450,000
	Subtotal Operating	518,818	532,027	558,023	542,020	658,335
	Subtotal Transfers	351,700	896,955	315,000	336,556	450,000
	Subtotal Debt	0	0	0	0	0
	Total	\$870,518	\$1,428,982	\$873,023	\$878,576	\$1,108,335
	<i>Proof to Audit (p.11)</i>	<i>870,518</i>	<i>1,428,982</i>			

Village of Sister Bay 2017 Annual Budget ²¹

		2014	2015	2016	2016	2017
Fund 100 / Department 52		Actual	Actual	Budget	Estimate	Budget
Administration						
Direct Employee Costs						
52101	Salaries & Wages, Full Time	192,767	204,244	204,386	220,046	229,163
52105	Salaries & Wages, Part Time	851	0	1,109	380	1,875
52110	Salaries & Wages, Overtime	270	82	332	332	334
52115	Retirement	13,596	13,712	13,585	14,570	15,733
52120	Social Security	14,350	14,553	15,746	16,888	17,700
52125	Insurance, Medical	30,560	30,155	42,114	27,758	32,894
52127	HSA Expense	0	0	0	12,838	11,687
52130	Insurance, Dental	2,977	2,291	3,043	3,264	3,392
52135	Insurance, Disability	1,556	1,408	1,232	1,428	1,483
52140	Insurance, Group Life	517	576	601	596	694
52145	Insurance, Work Comp	313	206	608	644	985
52150	Unemployment Costs		0	0	1,220	0
52190	Benefit Fees & Penalties	588	941	1,000	1,121	1,150
52192	Marina Admin Transfer	-11,599	-12,745	-13,860	-41,518	-21,138
52195	TIF Admin Transfer	-64,833	-49,065	-61,449	-65,578	-55,855
52196	Utility Admin Transfer	-30,602	-17,041	-24,623	-42,692	-40,848
	Subtotal	\$151,310	\$189,317	\$183,823	\$151,296	\$199,249
Indirect Employee						
52201	Training/Travel	3,479	2,023	2,800	5,431	5,500
52202	Educational Development	2,755	2,896	1,000	891	4,000
52205	Recruitment/Testing/Physicals	29	873	500	0	750
52210	Expense Allowance	523	267	350	250	350
52212	Staff Team-Building	0	141	500	0	500
52225	Recognition	46	3,978	4,000	2,800	4,000
	Subtotal	\$6,833	\$10,178	\$9,150	\$9,372	\$15,100
Utility Costs						
52360	Telephone	2,526	2,567	2,600	2,622	2,700
52365	Cellphone	747	622	700	1,192	1,200
52370	Internet	1,800	1,950	2,000	1,874	2,000
	Subtotal	\$5,073	\$5,139	\$5,300	\$5,688	\$5,900
Supplies						
52401	Office Supplies	2,901	4,485	5,000	4,592	5,200
52405	Computer Hardware/Software	1,724	1,347	1,500	1,934	2,000
52410	Printing and Copying	6,559	6,358	6,500	7,967	8,000
52415	Postage	1,071	2,828	2,500	2,766	2,500
52420	Dues and Publications	443	411	500	1,517	1,500
52460	Minor Equipment	270	863	500	436	500
52495	Miscellaneous Other Supplies	65	50	100	311	400
	Subtotal	\$13,033	\$16,342	\$16,600	\$19,523	\$20,100

Village of Sister Bay 2017 Annual Budget²²

		2014	2015	2016	2016	2017
Fund 100 / Department 52		Actual	Actual	Budget	Estimate	Budget
Administration						
Other Services						
52501	Audit	10,770	9,895	12,000	11,200	12,000
52502	Accounting Support	915	915	1,200	928	2,200
52504	Information Technology	3,039	2,308	3,000	3,106	3,200
52510	Consulting	4,745	9,550	5,000	20,000	5,000
52595	Miscellaneous Other Services	0	0	0	0	0
	Subtotal	\$19,469	\$22,668	\$21,200	\$35,234	\$22,400
Maintenance						
52601	Office Equip Lease (postage meter)	460	308	400	306	400
	Subtotal	\$460	\$308	\$400	\$306	\$400
	Total	\$196,177	\$243,952	\$236,473	\$221,419	\$263,149
	<i>Proof to Audit (p.11)</i>	<i>196,180</i>	<i>243,952</i>			
	Non-personnel costs	44,867	54,635	52,650	70,123	63,900

Village of Sister Bay 2017 Annual Budget²³

		2014	2015	2016	2016	2017
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
Parks and Streets						
Direct Employee Costs						
53101	Wages, Full Time	130,789	155,073	180,655	180,655	182,924
53105	Wages, Part Time	35,518	20,580	22,500	28,551	39,279
53106	Wages, Part Time, Transportation					5,616
53106	Wages, Part Time Animal Control	92	399	500	297	500
53110	Wages, Overtime	1,087	6,842	5,635	8,036	9,074
53115	Retirement	11,000	11,055	12,105	12,454	13,056
53120	Social Security	13,435	13,956	16,253	16,642	18,161
53125	Insurance, Medical	30,619	36,471	46,600	29,746	41,933
53127	HSA Expense	0	0	0	12,824	14,962
53130	Insurance, Dental	2,837	3,066	3,439	2,914	3,846
53135	Insurance, Disability	1,157	1,333	1,232	1,026	1,237
53140	Insurance, Group Life	366	368	334	439	599
53145	Insurance, Work Comp	8,038	12,623	15,650	15,843	22,505
53150	Insurance, Unemployment Comp		167	0	194	0
53190	Benefit Fees & Penalties	127	221	200	71	71
53192	Parks to Marina Transfer	0	0	-12,337	-8,498	0
	Subtotal	\$231,195	\$262,154	\$278,941	\$301,193	\$353,762
Indirect Employee						
53201	Travel/Training	0	178	0	1,412	1,500
53205	Recruitment/Testing/Physicals	0	818	500	0	800
53210	Expense Allowance	34	0	100	0	100
53215	Uniforms and Clothing	614	2,035	1,600	1,920	2,050
	Subtotal	\$648	\$3,031	\$2,200	\$3,332	\$4,450
Utility Costs						
53325	Parks	2,610	3,478	2,600	2,547	2,800
53330	Sports Complex	11,444	10,175	12,000	10,650	11,500
53335	Maintenance Buildings	14,709	8,712	12,500	9,981	11,000
53345	Info Booth	820	471	600	363	600
53360	Telephone, Sports Complex	494	588	600	532	600
53365	Cell Phone	1,832	2,202	3,400	1,864	2,400
53370	Internet	1,259	1,079	1,200	1,080	1,200
53380	Street Lighting	26,289	26,112	28,000	24,696	27,000
53381	Biketrail Lighting	1,420	1,674	1,700	1,632	1,800
	Subtotal	\$60,877	\$54,491	\$62,600	\$53,345	\$58,900

Village of Sister Bay 2017 Annual Budget²⁴

		2014	2015	2016	2016	2017
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
Parks and Streets						
Supplies						
53401	Office Supplies	6	95	25	95	100
53405	Computer Hardware/Software	17	45	25	0	300
53430	Custodial Supplies	4,035	3,748	4,000	4,000	4,500
53440	Medical and Safety	424	2,312	1,000	1,799	1,800
53445	Shop Supplies	860	1,314	800	820	850
53450	Memorial Bench Supplies	1,459	165	2,000	1,859	2,500
53460	Minor Equipment	728	1,452	2,000	1,234	2,000
53470	Recreation Equip/Supplies	392	6,478	500	446	15,000
53480	Street Light Bulbs	64	0	300	64	1,500
53490	Misc. Municipal Supplies	521	533	3,000	528	3,000
53495	Misc. Other Supplies	189	58	200	179	200
	Subtotal	\$8,696	\$16,200	\$13,850	\$11,024	\$31,750
Other Services						
51885	Door County Soil & Water	0	1,000	1,000	1,000	1,000
53504	Information Technology	16	0	0	48	100
53532	Publicity		0	2,000	2,000	2,000
53551	Rubbish Disposal	98,779	99,195	100,000	99,287	105,000
53552	Recycling	9,813	8,447	11,000	8,692	10,000
53553	Snow Removal Contract	27,648	12,192	30,000	23,369	25,000
53581	YMCA Program Costs	12,872	12,097	13,800	12,483	13,800
53595	Miscellaneous Other Services	0	102	100	95	100
	Subtotal	\$149,128	\$133,033	\$157,900	\$146,974	\$157,000
Maintenance						
53610	Sidewalks	578	2,497	0	0	2,000
53611	Bike Trail	228	0	150	42	50
53615	Grounds Maintenance	2,698	3,350	3,000	3,000	3,000
53620	Parks Maintenance	6,427	4,363	10,000	7,623	8,000
53625	Sports Complex Maintenance	3,158	7,538	4,500	4,458	4,500
53626	Dog Park	2,437	1,778	2,200	2,216	2,200
53630	Street Signs	622	1,581	750	292	250
53631	Seasonal Decorations	5,831	9,878	3,000	12,925	10,000
53632	Spring Flower Pots		0	4,000	2,422	4,000
53635	Lawn Maintenance	8,117	9,130	8,500	8,843	11,000
53640	Parks Buildings	1,213	1,440	1,500	2,183	2,100
53645	Info Booth (Bldgs & Grounds)	913	518	1,000	851	1,000
53647	Pavilion		1,886	2,500	574	2,500
53650	Storm Drainage System	1,322	6,652	3,500	2,896	25,000
53655	Street Maintenance	40,490	9,899	28,011	18,004	25,000
53670	Picnic Tables & Benches	555	15	250	95	500
53671	Garbage Cans	0	909	1,000	900	4,500
53675	Equipment Rental	294	216	300	296	1,000
	Subtotal	\$74,883	\$61,650	\$74,161	\$67,619	\$106,600

Village of Sister Bay 2017 Annual Budget²⁵

		2014	2015	2016	2016	2017
Fund 100 / Department 53		Actual	Actual	Budget	Estimate	Budget
Parks and Streets						
Vehicles & Equipment						
53701	Vehicle Maintenance	3,037	1,220	5,000	4,512	5,000
53705	Equipment Maintenance	9,358	8,908	10,000	8,018	10,000
53710	Gas/Oil/Fluids	10,397	8,442	10,000	8,808	10,000
53715	Tires	492	0	1,500	325	1,500
	Subtotal	\$23,283	\$18,570	\$26,500	\$21,663	\$26,500
Public Transportation and Parking						
53901	Public Transport Lease					14,000
53905	Public Transport Fuel					1,200
53910	Public Transport Insurance					2,500
53915	Public Transport Tires					1,200
53920	Public Transport Maintenance					1,200
53925	Public Transport Marketing					1,500
	Subtotal					\$21,600
	Total	\$548,710	\$549,129	\$616,152	\$605,151	\$760,562
	<i>Proof to Audit (p.9)</i>	<i>548,713</i>	<i>549,129</i>			

Village of Sister Bay 2017 Annual Budget ²⁶

		2014	2015	2016	2016	2017
Fund 205 / Department 55		Actual	Actual	Budget	Estimate	Budget
Special Revenue - Ice Rink Fund						
Beginning Balance		\$13,524	\$9,818	\$15,463	\$14,070	\$9,284
Revenues						
Commercial Revenues						
46751	Board Advertising	5,057	6,563	3,500	5,000	4,000
46754	Skate Rental	4,428	5,416	7,500	2,635	3,500
46755	Skate Sharpening	256	256	350	57	350
46761	Broomball	424	2,860	3,000	2,464	3,000
46764	Clothing Sales	18	180	300	31	100
46765	Concessions	3,442	3,561	4,500	1,548	3,500
	Subtotal	\$13,625	\$19,070	\$19,150	\$11,735	\$14,450
Other Revenues						
48110	Interest	20	2	2	3	0
48500	Donations	1,833	463	500	0	500
48990	Miscellaneous Other Revenue	2	19	0	0	0
	Subtotal	\$1,856	\$484	\$502	\$3	\$500
Transfers						
49210	Transfers from General Fund	5,000	16,000	5,000	5,000	10,000
	Subtotal	\$5,000	\$16,000	\$5,000	\$5,000	\$10,000
	Total Revenues	\$20,481	\$35,554	\$24,652	\$16,738	\$24,950
	Total Funds Available	\$34,005	\$45,372	\$40,115	\$30,808	\$34,234
Expenditures						
Direct Employee Costs						
55101	Wages, Manager	6,950	2,051	7,555	6,511	8,800
55105	Wages, Part Time	6,728	11,761	9,013	3,173	3,300
55105	Wages, Clerk	276	224	1,373	107	161
55110	Wages, Overtime	1,258	1,469	1,200	1,497	1,470
55115	Retirement	269	377	685	267	235
55120	Social Security	1,159	1,177	1,464	856	1,050
55125	Insurance, Medical	15	1,058	3,388	486	1,107
55127	HSA Expense			0	296	642
55130	Insurance, Dental	3	58	138	56	125
55135	Insurance, Disability	2	55	109	29	49
55140	Insurance, Group Life	1	3	30	3	2
55145	Insurance, Work Comp	472	702	244	298	1,505
55150	Unemployment Costs	0	178	0	0	0
	Subtotal	\$17,133	\$19,113	\$25,200	\$13,579	\$18,447

Village of Sister Bay 2017 Annual Budget²⁷

		2014	2015	2016	2016	2017
Fund 205 / Department 55		Actual	Actual	Budget	Estimate	Budget
Special Revenue - Ice Rink Fund						
Other Costs						
55370	Internet	0	1,079	0	1,080	1,100
55401	Office Supplies	316	97	50	46	50
55410	Printing and Copying	0	0	50	0	25
55415	Postage	675	359	25	18	25
55430	Custodial Supplies	17	42	50	42	50
55434	Supplies for Resale	89	447	600	526	600
55435	Food/Beverage Supplies	1,186	2,028	2,500	2,128	2,500
55440	Medical/Safety Supplies	0	0	50	42	50
55460	Tools/Minor Equipment	0	270	200	186	200
55470	Recreation Equip/Supplies	598	321	1,000	647	750
55471	Broomball Equip/Supplies		617	1,000	852	1,000
55475	Board Advertising Supplies	23	1,940	300	276	300
	Subtotal	\$3,036	\$7,200	\$5,825	\$5,843	\$6,650
Services						
55525	Property/Liability Insurance	586	251	600	682	700
55530	Advertising	870	589	400	338	400
55561	Broomball Ref Fees		745	800	560	650
55567	Festival/Event costs	1,931	1,775	250	66	150
55570	Permits and Fees	0	0	3,000	0	0
55601	Office Equipment	46	22	50	8	50
55640	Building Maintenance	240	269	1,200	294	700
55647	Ice Rink Maintenance	74	1,030	300	150	250
55705	Equipment Maintenance	0	135	100	4	100
55710	Gas/Oil/Fluids	271	173	300	0	0
	Subtotal	\$4,016	\$4,989	\$7,000	\$2,102	\$3,000
	Subtotal Operating	\$24,186	\$31,302	\$38,025	\$21,524	\$28,097
	Total Expenditures	\$24,186	\$31,302	\$38,025	\$21,524	\$28,097
Auditors' Adjustment						
Ending Fund Balance		\$9,819	\$14,070	\$2,091	\$9,284	\$6,137
	<i>Proof to Audit (p. 41)</i>	<i>9,818</i>	<i>14,069</i>			

Village of Sister Bay 2017 Annual Budget 28

		2014	2015	2016	2016	2017
Fund / Department		Actual	Actual	Budget	Estimate	Budget
Debt Service Fund #30 All Debt						
Beginning Fund Balance						
		-12,662	13,545	-\$13,164	\$1,807	\$322,962
Revenues						
Taxes						
41110	Property Tax	808,859	935,774	1,022,646	1,022,646	453,400
41210	Room Taxes	136,597	147,456	130,000	148,132	155,539
	Subtotal	\$945,457	\$1,083,230	\$1,152,646	\$1,170,778	\$608,939
Other Taxes and Assessments						
Other Revenues						
48110	Interest Income	0	0	0	0	0
	Stony Ridge Interest Income		4,982	14,056	7,375	14,750
	Subtotal	\$0	\$4,982	\$14,056	\$7,375	\$14,750
Interfund Transfers						
49210	Transfer from General Fund					
49220	Transfer from Marina Fund - 2005 bonds					
49220	Transfer from Marina Fund - Johnson					
49230	Transfer from CIP Fund-Helms Reserve	35,236	0	35,000	35,000	0
49250	Transfer from TID				165,000	140,000
	Subtotal	\$35,236	\$0	\$35,000	\$200,000	\$140,000
Debt Issued						
49300	Debt Refinancing	0		0	1,580,000	0
49300	Stony Ridge Development Loan		530,000		100,000	490,000
	Subtotal	\$0	\$530,000	\$0	\$1,680,000	\$490,000
Total Revenues		\$980,693	\$1,618,212	\$1,201,702	\$3,058,153	\$1,253,689
Total Funds Available		\$968,032	\$1,631,757	\$1,188,538	\$3,059,960	\$1,576,651
Expenditures						
Transfers						
56930	Transfer to TID (Stony Ridge Excess Interest)				7,375	29,500
56930	Transfer to TID (Stony Ridge Debt Proceeds)				100,000	490,000
	Subtotal				107,375	519,500
Debt Service						
XXX	2005 Bonds	555,755	429,549	453,473	1,757,252	0
XXX	#50 - Waterfront/Sports Complex	252,756	375,350	397,163	274,472	442,881
XXX	#51 - Johnson borrow	145,976	209,422	207,431	136,723	340,531
	#53 Payments on new Beach Project debt		44,601	44,600	44,600	44,600
	#54 Repayment of Stony Ridge Loan		534,983	13,780	0	14,955
	#55 Payments on Braun Project debt		36,045	72,090	237,090	212,090
	#56 Refinanced Bonds				179,486	358,972
	#57 Quarry Loan					16,250
	Subtotal	\$954,487	\$1,629,950	\$1,188,537	\$2,629,622	\$1,055,057
Total Expenditures		\$954,487	\$1,629,950	\$1,188,537	\$2,736,997	\$1,574,557

Village of Sister Bay 2017 Annual Budget ²⁹

	2014	2015	2016	2016	2017
Fund / Department	Actual	Actual	Budget	Estimate	Budget
Debt Service Fund #30 All Debt					
Ending Fund Balance	\$13,545	\$1,807	\$1	\$322,962	\$2,094
<i>Proof to Audit (p. 10)</i>	<i>13,545</i>	<i>1,807</i>			

Village of Sister Bay 2017 Annual Budget

Debt Service - Summary of all funds

Loan #52 is an internal loan between funds and is not included in the totals below.

Year	Principal Payment	Interest Payment	Total Cost	Audit_page 29			Audit_page 29			Utility Purposes	Audit_page 29		Total Cost	Property Tax	Marina	Utilities	Total
				General Purposes	General Interest	Marina Purposes	Marina Principal	Marina Interest	Utility Principal		Utility Interest						
2000	0	0	0	268,322			99,900			134,625			502,847	268,322	99,900	134,625	502,847
2001	0	0	0	261,446			100,150			189,272			550,868	261,446	100,150	189,272	550,868
2002	0	0	0	311,444			99,768			184,136			595,348	311,444	99,768	184,136	595,348
2003	0	0	0	286,121			99,776			177,040			562,937	286,121	99,776	177,040	562,937
2004	0	0	0	351,587			99,905			187,511			639,003	351,587	99,905	187,511	639,003
2005	503,750	305,113	808,863	429,550			51,849			327,463			808,863	574,550	51,849	182,463	808,863
2006	510,000	337,669	847,669	376,786			57,575			413,308			847,669	507,368	57,575	282,726	847,669
2007	635,000	295,730	930,730	446,245			61,275			423,210			930,730	585,427	61,275	284,027	930,730
2008	769,000	581,341	1,350,341	757,366			64,813			528,162			1,350,341	889,378	64,813	396,150	1,350,341
2009	675,000	546,794	1,221,794	795,329			68,063			358,402			1,221,794	926,111	68,063	227,620	1,221,794
2010	900,000	510,975	1,410,975	1,185,441			71,000			154,534			1,410,975	1,365,441	71,000	-25,466	1,410,975
2011	485,000	514,951	999,951	624,370			214,587			160,994			999,951	624,370	214,587	160,994	999,951
2012	485,000	851,133	1,336,133	969,324	296,050	673,274	198,054	78,750	119,304	168,754	110,200	58,554	1,336,133	1,149,324	198,054	-11,246	1,336,133
2013	600,000	644,500	1,244,500	882,502	374,350	508,152	170,952	88,750	82,202	191,046	136,900	54,146	1,244,500	882,502	170,952	191,046	1,244,500
2014	625,000	621,609	1,246,609	954,487	460,150	494,337	104,852	26,250	78,602	187,270	138,600	48,670	1,246,609	954,487	104,852	187,270	1,246,609
2015	725,000	598,813	1,323,813	1,014,321	536,400	477,921	112,766	35,000	77,766	196,726	153,600	43,126	1,323,813	1,014,321	112,766	196,726	1,323,813
2016	3,096,932	552,960	3,649,892	2,618,716	2,163,975	454,741	111,694	35,000	76,694	910,129	872,134	20,774	3,640,538	2,618,716	111,694	910,129	3,640,538
2017	1,130,661	545,919	1,676,580	1,346,114	890,784	441,670	119,186	43,750	75,436	227,593	178,653	12,623	1,692,893	1,346,114	119,186	227,593	1,692,893
2018	1,033,842	517,831	1,551,674	1,215,382	781,053	434,329	126,306	52,500	73,806	209,985	182,445	8,832	1,551,674	1,215,382	126,306	209,985	1,551,674
2019	1,416,553	490,704	1,907,257	1,555,610	1,142,014	413,596	141,663	70,000	71,663	209,985	186,316	4,961	1,907,257	1,555,610	141,663	209,985	1,907,257
2020	897,464	454,428	1,351,892	1,099,189	714,827	384,362	147,711	78,750	68,961	104,993	94,631	1,007	1,351,892	1,099,189	147,711	104,993	1,351,892
2021	1,332,300	429,692	1,761,992	1,591,477	1,227,300	364,177	170,516	105,000	65,516				1,761,992	1,591,477	170,516	0	1,761,992
2022	732,300	388,473	1,120,773	954,326	627,300	327,026	166,447	105,000	61,447				1,120,773	954,326	166,447	0	1,120,773
2023	807,300	359,379	1,166,679	995,929	693,550	302,379	170,751	113,750	57,001				1,166,679	995,929	170,751	0	1,166,679
2024	857,300	326,353	1,183,653	1,009,101	734,800	274,301	174,552	122,500	52,052				1,183,653	1,009,101	174,552	0	1,183,653
2025	907,300	290,996	1,198,296	1,020,469	776,050	244,419	177,827	131,250	46,577				1,198,296	1,020,469	177,827	0	1,198,296
2026	957,300	253,559	1,210,859	1,030,215	817,300	212,915	180,644	140,000	40,644				1,210,859	1,030,215	180,644	0	1,210,859
2027	900,000	214,250	1,114,250	939,819	760,000	179,819	174,431	140,000	34,431				1,114,250	939,819	174,431	0	1,114,250
2028	950,000	175,188	1,125,188	948,503	801,250	147,253	176,684	148,750	27,934				1,125,188	948,503	176,684	0	1,125,188
2029	1,000,000	131,938	1,131,938	953,394	842,500	110,894	178,544	157,500	21,044				1,131,938	953,394	178,544	0	1,131,938
2030	1,075,000	81,875	1,156,875	968,750	900,000	68,750	188,125	175,000	13,125				1,156,875	968,750	188,125	0	1,156,875
2031	1,100,000	27,500	1,127,500	948,125	925,000	23,125	179,375	175,000	4,375				1,127,500	948,125	179,375	0	1,127,500
Due	\$15,097,321	\$4,688,085	\$19,785,406	\$16,576,401	\$12,633,728	\$3,929,014	\$2,472,761	\$1,758,750	\$714,011	\$752,556	\$642,045	\$27,423	\$19,801,719	\$16,576,401	\$2,472,761	\$752,556	\$19,801,719

Village of Sister Bay 2016 Annual Budget

Debt Service - Waterfront and Sports Complex # 50

\$6,500,000 borrowed at 4.25% on 11/01/07

\$6,500,000 refinanced at 4.21% on 5/24/11

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Allocated To Mar	Util
Bond Anticipation Note @ 4.25%							
2002							
2003							
2004							
2005							
2006							
2007	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2008	0.00	276,250.00	276,250.00	276,250.00	276,250.00	0.00	0.00
2009	0.00	276,250.00	276,250.00	276,250.00	276,250.00	0.00	0.00
2010	0.00	276,250.00	276,250.00	276,250.00	276,250.00	0.00	0.00
2011	0.00	171,888.89	171,888.89	171,888.89	171,888.89	0.00	0.00
Refunding Bonds @ 4.21%							
2012	25,000.00	345,731.38	370,731.38	370,731.38	370,731.38	0.00	0.00
2013	75,000.00	254,506.26	329,506.26	329,506.26	329,506.26	0.00	0.00
2014	100,000.00	252,756.26	352,756.26	352,756.26	352,756.26	0.00	0.00
2015	125,000.00	250,350.01	375,350.01	375,350.01	375,350.01	0.00	0.00
2016	150,000.00	247,162.51	397,162.51	397,162.51	397,162.51	0.00	0.00
2017	200,000.00	242,881.26	442,881.26	442,881.26	442,881.26	0.00	0.00
2018	200,000.00	237,631.26	437,631.26	437,631.26	437,631.26	0.00	0.00
2019	225,000.00	231,506.26	456,506.26	456,506.26	456,506.26	0.00	0.00
2020	250,000.00	224,068.76	474,068.76	474,068.76	474,068.76	0.00	0.00
2021	300,000.00	214,756.26	514,756.26	514,756.26	514,756.26	0.00	0.00
2022	350,000.00	203,206.26	553,206.26	553,206.26	553,206.26	0.00	0.00
2023	400,000.00	188,656.26	588,656.26	588,656.26	588,656.26	0.00	0.00
2024	425,000.00	171,640.63	596,640.63	596,640.63	596,640.63	0.00	0.00
2025	450,000.00	153,875.00	603,875.00	603,875.00	603,875.00	0.00	0.00
2026	475,000.00	135,375.00	610,375.00	610,375.00	610,375.00	0.00	0.00
2027	500,000.00	115,875.00	615,875.00	615,875.00	615,875.00	0.00	0.00
2028	525,000.00	95,375.00	620,375.00	620,375.00	620,375.00	0.00	0.00
2029	550,000.00	71,812.50	621,812.50	621,812.50	621,812.50	0.00	0.00
2030	575,000.00	44,375.00	619,375.00	619,375.00	619,375.00	0.00	0.00
2031	600,000.00	15,000.00	615,000.00	615,000.00	615,000.00	0.00	0.00
Remaining payments	6,025,000.00	2,346,034.45	8,371,034.45	8,371,034.45	8,371,034.45	0.00	0.00

Village of Sister Bay 2016 Annual Budget

Debt Service - Johnson Property Purchase # 51

\$5,350,000 borrowed at 2.65% on 6/01/10

\$5,350,000 refinanced at 4.43% on 4/26/11

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen 65%	Allocated To Mar 35%	Util
Note Anticipation Note @ 2.65%							
2002	0	0	0				
2003	0	0	0				
2004	0	0	0				
2005	0	0	0	0	0	0	0
2006	0	0	0	0	0	0	0
2007	0	0	0	0	0	0	0
2008	0	0	0	0	0	0	0
2009	0	0	0	0	0	0	0
2010	0	0	0	0	0	0	0
2011	0.00	140,987.35	140,987.35	140,987.35	0.00	140,987.35	0.00
Refunding Bonds @ 4.43%							
2012	25,000.00	323,726.13	348,726.13	348,726.13	226,671.98	122,054.15	0.00
2013	25,000.00	225,718.76	250,718.76	250,718.76	162,967.19	87,751.57	0.00
2014	75,000.00	224,578.13	299,578.13	299,578.13	194,725.78	104,852.35	0.00
2015	100,000.00	222,187.50	322,187.50	322,187.50	209,421.88	112,765.63	0.00
2016	100,000.00	219,125.00	319,125.00	319,125.00	207,431.25	111,693.75	0.00
2017	125,000.00	215,531.25	340,531.25	340,531.25	221,345.31	119,185.94	0.00
2018	150,000.00	210,875.00	360,875.00	360,875.00	234,568.75	126,306.25	0.00
2019	200,000.00	204,750.00	404,750.00	404,750.00	263,087.50	141,662.50	0.00
2020	225,000.00	197,031.25	422,031.25	422,031.25	274,320.31	147,710.94	0.00
2021	300,000.00	187,187.50	487,187.50	487,187.50	316,671.88	170,515.63	0.00
2022	300,000.00	175,562.50	475,562.50	475,562.50	309,115.63	166,446.88	0.00
2023	325,000.00	162,859.38	487,859.38	487,859.38	317,108.60	170,750.78	0.00
2024	350,000.00	148,718.76	498,718.76	498,718.76	324,167.19	174,551.57	0.00
2025	375,000.00	133,078.13	508,078.13	508,078.13	330,250.78	177,827.35	0.00
2026	400,000.00	116,125.00	516,125.00	516,125.00	335,481.25	180,643.75	0.00
2027	400,000.00	98,375.00	498,375.00	498,375.00	323,943.75	174,431.25	0.00
2028	425,000.00	79,812.50	504,812.50	504,812.50	328,128.13	176,684.38	0.00
2029	450,000.00	60,125.00	510,125.00	510,125.00	331,581.25	178,543.75	0.00
2030	500,000.00	37,500.00	537,500.00	537,500.00	349,375.00	188,125.00	0.00
2031	500,000.00	12,500.00	512,500.00	512,500.00	333,125.00	179,375.00	0.00
Remaining payments	5,025,000.00	2,040,031.27	7,065,031.27	7,065,031.27	4,592,270.33	2,472,760.94	0.00

Village of Sister Bay 2016 Annual Budget

Debt Service - Marina Expansion Project #52

\$850,000 was borrowed from the 2011 Stewardship Grant at 2.0% on 12/01/11

Project Summary	Principal Payment	Interest Payment	Total Cost	Allocated To		
				0.00% Gen	100.00% Mar	0.00% Util
The table shows the debt schedule.						
Internal TIF Loan	Note: \$850,000 borrowed from TIF fund for 20 years with payments of \$51,983.21 per year.					
2006					0	0
2007					0	0
2008					0	0
2009					0	0
2010					0	0
2011					0	0
2012	34,983.21	17,000.00	51,983.21	0	51,983.21	0
2013	35,682.87	16,300.34	51,983.21	0	51,983.21	0
2014	36,396.53	15,586.68	51,983.21	0	51,983.21	0
2015	37,124.46	14,858.75	51,983.21	0	51,983.21	0
2016	37,866.95	14,116.26	51,983.21	0	51,983.21	0
2017	38,624.29	13,358.92	51,983.21	0	51,983.21	0
2018	39,396.78	12,586.43	51,983.21	0	51,983.21	0
2019	40,184.71	11,798.50	51,983.21	0	51,983.21	0
2020	40,988.41	10,994.80	51,983.21	0	51,983.21	0
2021	41,808.17	10,175.04	51,983.21	0	51,983.21	0
2022	42,644.34	9,338.87	51,983.21	0	51,983.21	0
2023	43,497.23	8,485.99	51,983.22	0	51,983.22	0
2024	44,367.17	7,616.04	51,983.21	0	51,983.21	0
2025	45,254.51	6,728.70	51,983.21	0	51,983.21	0
2026	46,159.60	5,823.61	51,983.21	0	51,983.21	0
2027	47,082.80	4,900.42	51,983.22	0	51,983.22	0
2028	48,024.45	3,958.76	51,983.21	0	51,983.21	0
2029	48,984.94	2,998.27	51,983.21	0	51,983.21	0
2030	49,964.64	2,018.57	51,983.21	0	51,983.21	0
2031	50,963.94	1,019.28	51,983.22	0	51,983.22	0
Remaining payments	\$667,945.98	\$111,802.20	\$779,748.18	\$0.00	\$779,748.18	\$0.00

Debt Service -Beach Expansion Fund # 53

\$400,000 was borrowed at 2.09% on 05/19/15.

Ballon payment due on 11/16/19.

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Allocated To		
					Gen	Mar	Util
Bank Borrow @ 2.09%							
2015	36,317.21	8,282.79	44,600.00	44,600.00	44,600.00		
2016	37,069.52	7,530.48	44,600.00	44,600.00	44,600.00		
2017	37,880.53	6,719.47	44,600.00	44,600.00	44,600.00	0.00	0.00
2018	38,687.49	5,912.51	44,600.00	44,600.00	44,600.00	0.00	0.00
2019	250,045.25	5,088.37	255,133.62	255,133.62	255,133.62	0.00	0.00
2020					0.00	0.00	0.00
2021					0.00	0.00	0.00
2022					0.00	0.00	0.00
2023					0.00	0.00	0.00
2024					0.00	0.00	0.00
2025					0.00	0.00	0.00
	326,613.27	17,720.35	344,333.62	344,333.62	344,333.62	0.00	0.00
Remaining payments	326,613.27	17,720.35	344,333.62	344,333.62	344,333.62	0.00	0.00

Debt Service - Garot Loan for Infrastructure Fund # 54

\$590,000 borrowed at 2.50% on 5/25/16.

Bank of Luxemburg

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Allocated To		
					Gen	Mar	Util
Bank Borrow @ 2.50%							
2016	0.00	0.00	0.00	0.00	0.00		
2017	0.00	14,954.86	14,954.86	14,954.86	14,954.86		
2018	0.00	14,954.86	14,954.86	14,954.86	14,954.86	0.00	0.00
2019	82,300.00	14,954.86	97,254.86	97,254.86	97,254.86	0.00	0.00
2020	82,300.00	13,284.14	95,584.14	95,584.14	95,584.14	0.00	0.00
2021	82,300.00	11,498.49	93,798.49	93,798.49	93,798.49	0.00	0.00
2022	82,300.00	9,703.87	92,003.87	92,003.87	92,003.87	0.00	0.00
2023	82,300.00	7,863.76	90,163.76	90,163.76	90,163.76	0.00	0.00
2024	82,300.00	5,993.38	88,293.38	88,293.38	88,293.38	0.00	0.00
2025	82,300.00	4,042.84	86,342.84	86,342.84	86,342.84	0.00	0.00
2026	82,300.00	2,059.24	84,359.24	84,359.24	84,359.24	0.00	0.00
	658,400.00	99,310.30	757,710.30	757,710.30	757,710.30		
Remaining payments	658,400.00	99,310.30	757,710.30	757,710.30	757,710.30	0.00	0.00

Debt Service - Braun Property Land Purchase Fund # 55

\$630,000

\$630,000 was borrowed at 2.60% on 04/28/15.

10 years

\$165,000 additional payment made in 2017 due to proceeds from sale

2.60%

2 payments per year

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Allocated To		
					Gen	Mar	Util
Bank Borrow @ 2.60%							
2015	27,718.27	8,326.50	36,044.77	36,044.77	36,044.77		
2016	221,540.41	15,549.13	237,089.54	237,089.54	237,089.54		
2017	202,453.10	9,636.45	212,089.55	212,089.55	212,089.55	0.00	0.00
2018	67,830.59	4,258.95	72,089.54	72,089.54	72,089.54	0.00	0.00
2019	69,632.29	2,457.26	72,089.55	72,089.55	72,089.55	0.00	0.00
2020	40,713.84	607.71	41,321.55	41,321.55	41,321.55	0.00	0.00
2021	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2022	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2023	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2025	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	380,629.82	16,960.37	397,590.19	397,590.19	397,590.19	0.00	0.00
Remaining payments	380,629.82	16,960.37	397,590.19	397,590.19	397,590.19	0.00	0.00

Debt Service - 2005 Bond Refinancing
 \$2,310,000 was borrowed at 2.082% on 4/8/16

Consolidated

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	278,322.30	24,314.29	302,636.59	302,636.59	197,643.97		113,796.60
2017	565,327.81	39,945.37	605,273.18	605,273.18	395,287.93	0.00	227,593.20
2018	577,324.38	27,948.80	605,273.18	605,273.18	395,287.93	0.00	209,985.25
2019	589,575.52	15,697.66	605,273.18	605,273.18	395,287.93	0.00	209,985.25
2020	299,449.99	3,186.54	302,636.53	302,636.53	197,643.93	0.00	104,992.60
	2,031,677.70	86,778.37	2,118,456.07	2,118,456.07	1,383,507.72	0.00	752,556.30
Remaining payments	2,031,677.70	86,778.37	2,118,456.07	2,118,456.07	1,383,507.72	0.00	752,556.30

Debt Service - 2005 Bond Refinancing
 \$2,310,000 was borrowed at 2.082% on 4/8/16
LIBRARY PORTION OF DEBT = \$35,000 at refinancing

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	4,217.00	368.40	4,585.40	4,585.40	4,585.40	0.00	0.00
2017	8,565.57	605.23	9,170.80	9,170.80	9,170.80	0.00	0.00
2018	8,747.34	423.47	9,170.81	9,170.81	9,170.81	0.00	0.00
2019	8,932.96	237.84	9,170.80	9,170.80	9,170.80	0.00	0.00
2020	4,537.13	48.28	4,585.41	4,585.41	4,585.41	0.00	0.00
	30,783.00	1,314.82	32,097.82	32,097.82	32,097.82	0.00	0.00
Remaining payments	30,783.00	1,314.82	32,097.82	32,097.82	32,097.82	0.00	0.00

Debt Service - 2005 Bond Refinancing

\$2,310,000 was borrowed at 2.082% on 4/8/16

SPORTS COMPLEX PORTION OF DEBT = \$125,000 at refinancing

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	15,060.73	1,315.71	16,376.44	16,376.44	16,376.44		0.00
2017	30,591.33	2,161.55	32,752.88	32,752.88	32,752.88	0.00	0.00
2018	31,240.50	1,512.38	32,752.88	32,752.88	32,752.88	0.00	0.00
2019	31,903.44	849.44	32,752.88	32,752.88	32,752.88	0.00	0.00
2020	16,204.00	172.43	16,376.43	16,376.43	16,376.43	0.00	0.00
	109,939.27	4,695.80	114,635.07	114,635.07	114,635.07	0.00	0.00
Remaining payments	109,939.27	4,695.80	114,635.07	114,635.07	114,635.07	0.00	0.00

Debt Service - 2005 Bond Refinancing

\$2,310,000 was borrowed at 2.082% on 4/8/16

FIRE STATION A PORTION OF DEBT = \$260,000 at refinancing

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	31,326.32	2,736.67	34,062.99	34,062.99	34,062.99		0.00
2017	63,629.97	4,496.02	68,125.99	68,125.99	68,125.99	0.00	0.00
2018	64,980.23	3,145.75	68,125.98	68,125.98	68,125.98	0.00	0.00
2019	66,359.15	1,766.84	68,125.99	68,125.99	68,125.99	0.00	0.00
2020	33,704.33	358.66	34,062.99	34,062.99	34,062.99	0.00	0.00
	228,673.68	9,767.27	238,440.95	238,440.95	238,440.95	0.00	0.00
Remaining payments	228,673.68	9,767.27	238,440.95	238,440.95	238,440.95	0.00	0.00

Debt Service - 2005 Bond Refinancing

\$2,310,000 was borrowed at 2.082% on 4/8/16

FIRE STATION B PORTION OF DEBT = \$950,000 at refinancing

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	114,461.55	9,999.38	124,460.93	124,460.93	124,460.93		0.00
2017	232,494.12	16,427.75	248,921.87	248,921.87	248,921.87	0.00	0.00
2018	237,427.78	11,494.10	248,921.88	248,921.88	248,921.88	0.00	0.00
2019	242,466.12	6,455.75	248,921.87	248,921.87	248,921.87	0.00	0.00
2020	123,150.43	1,310.48	124,460.91	124,460.91	124,460.91	0.00	0.00
	835,538.45	35,688.08	871,226.53	871,226.53	871,226.53	0.00	0.00
Remaining payments	835,538.45	35,688.08	871,226.53	871,226.53	871,226.53	0.00	0.00

Debt Service - 2005 Bond Refinancing

\$2,310,000 was borrowed at 2.082% on 4/8/16

FOREST/SUNNYSIDE WATER PORTION OF DEBT = \$116,550 at refinancing

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	14,042.62	1,226.77	15,269.39	15,269.39	0.00		15,269.39
2017	28,523.36	2,015.43	30,538.79	30,538.79	0.00	0.00	30,538.79
2018	29,128.64	1,410.14	30,538.78	30,538.78	0.00	0.00	30,538.78
2019	29,746.76	792.02	30,538.78	30,538.78	0.00	0.00	30,538.78
2020	15,108.61	160.78	15,269.39	15,269.39	0.00	0.00	15,269.39
	102,507.38	4,378.37	106,885.74	106,885.74	0.00	0.00	106,885.74
Remaining payments	102,507.38	4,378.37	106,885.74	106,885.74	0.00	0.00	106,885.74

Debt Service - 2005 Bond Refinancing

\$2,310,000 was borrowed at 2.082% on 4/8/16

FOREST/SUNNYSIDE SEWER PORTION OF DEBT = \$198,450 at refinancing

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	23,910.42	2,088.82	25,999.24	25,999.24	0.00		25,999.24
2017	48,566.80	3,431.67	51,998.47	51,998.47	0.00	0.00	51,998.47
2018	49,597.41	2,401.06	51,998.47	51,998.47	0.00	0.00	51,998.47
2019	50,649.90	1,348.57	51,998.47	51,998.47	0.00	0.00	51,998.47
2020	25,725.48	273.75	25,999.23	25,999.23	0.00	0.00	25,999.23
	174,539.58	7,455.05	181,994.64	181,994.64	0.00	0.00	181,994.64
Remaining payments	174,539.58	7,455.05	181,994.64	181,994.64	0.00	0.00	181,994.64

Debt Service - 2005 Bond Refinancing

\$2,310,000 was borrowed at 2.082% on 4/8/16

BAY SHORE DRIVE STORMSEWER PORTION OF DEBT = \$138,600 at refinancing

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	16,699.34	1,458.86	18,158.20	18,158.20	18,158.20		0.00
2017	33,919.67	2,396.72	36,316.39	36,316.39	36,316.39	0.00	0.00
2018	34,639.46	1,676.93	36,316.39	36,316.39	36,316.39	0.00	0.00
2019	35,374.53	941.86	36,316.39	36,316.39	36,316.39	0.00	0.00
2020	17,967.00	191.19	18,158.19	18,158.19	18,158.19	0.00	0.00
	121,900.66	5,206.70	127,107.36	127,107.36	127,107.36	0.00	0.00
Remaining payments	121,900.66	5,206.70	127,107.36	127,107.36	127,107.36	0.00	0.00

Debt Service - 2005 Bond Refinancing

\$2,310,000 was borrowed at 2.082% on 4/8/16

BAY SHORE DRIVE WATER PORTION OF DEBT = \$71,400 at refinancing

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	8,602.69	751.53	9,354.22	9,354.22	0.00		9,354.22
2017	17,473.77	1,234.68	18,708.45	18,708.45	0.00	0.00	18,708.45
2018	17,844.57	863.87	18,708.44	18,708.44	0.00	0.00	18,708.44
2019	18,223.24	485.20	18,708.44	18,708.44	0.00	0.00	18,708.44
2020	9,255.73	98.49	9,354.22	9,354.22	0.00	0.00	9,354.22
	62,797.31	2,682.24	65,479.55	65,479.55	0.00	0.00	65,479.55
Remaining payments	62,797.31	2,682.24	65,479.55	65,479.55	0.00	0.00	65,479.55

Debt Service - 2005 Bond Refinancing

\$2,310,000 was borrowed at 2.082% on 4/8/16

WWTP EXPANSION PORTION OF DEBT = \$415,000 at refinancing

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Gen	Mar	Util
Bank Borrow @ 2.082%							
2016	50,001.63	4,368.15	54,369.78	54,369.78	0.00		54,369.78
2017	101,563.22	7,176.33	108,739.55	108,739.55	0.00	0.00	108,739.55
2018	103,718.45	5,021.10	108,739.55	108,739.55	0.00	0.00	108,739.55
2019	105,919.41	2,820.14	108,739.55	108,739.55	0.00	0.00	108,739.55
2020	53,797.29	572.47	54,369.76	54,369.76	0.00	0.00	54,369.76
	364,998.37	15,590.04	380,588.41	380,588.41	0.00	0.00	380,588.41
Remaining payments	364,998.37	15,590.04	380,588.41	380,588.41	0.00	0.00	380,588.41

Debt Service - Quarry Property Purchase # 57

\$650,000

\$650,000 was borrowed at 2.50% on 11/1/2016. I/O for 5 years with balloon payment.
Nicolet Bank

5 years
2.17%
2 payments per year

Project Summary

The table shows the debt schedule.

	Principal Payment	Interest Payment	Total Cost	Total	Allocated To			
					Gen	Mar	Util	
Bank Borrow @ 2.168%								
2017	0.00	16,250.00	16,250.00	16,250.00	16,250.00	0.00	0.00	
2018	0.00	16,250.00	16,250.00	16,250.00	16,250.00	0.00	0.00	
2019	0.00	16,250.00	16,250.00	16,250.00	16,250.00	0.00	0.00	
2020	0.00	16,250.00	16,250.00	16,250.00	16,250.00	0.00	0.00	
2021	650,000.00	16,250.00	666,250.00	666,250.00	666,250.00	0.00	0.00	
2022			0.00	0.00	0.00	0.00	0.00	
2023			0.00	0.00	0.00	0.00	0.00	
2024			0.00	0.00	0.00	0.00	0.00	
2025			0.00	0.00	0.00	0.00	0.00	
	650,000.00	81,250.00	731,250.00	731,250.00	731,250.00	0.00	0.00	
Remaining payments	650,000.00	81,250.00	731,250.00	731,250.00	731,250.00	0.00	0.00	

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		2014	2015	2016	2016	2017
Fund 400 / Department 57		Actual	Actual	Budget	Estimate	Budget
Capital Improvement Fund						
Beginning Fund Balance						
		\$1,318,486	\$1,402,972	\$992,772	\$982,697	\$1,163,058
Revenues						
Taxes and Assessments						
41110	Property Tax	0	0	0	0	0
41120	Room Taxes	0	0	0	0	0
Subtotal		\$0	\$0	\$0	\$0	\$0
Intergovernmental Revenue						
43680	Federal Grants	77	0	0	0	0
43690	State Grants	15,000	0	0	0	0
47393	Intergovernmental Charges	0	516,729	0	0	0
Subtotal		\$15,077	\$516,729	\$0	\$0	\$0
Other Revenues						
48110	Interest Income	3,614	2,375	2,700	1,868	2,000
Subtotal		\$3,614	\$2,375	\$2,700	\$1,868	\$2,000
Transfers						
49210	Transfer from General Fund	346,700	140,000	310,000	310,000	239,000
49300	Debt Proceeds				650,000	0
Subtotal		\$346,700	\$140,000	\$310,000	\$960,000	\$239,000
Total Revenues		\$365,391	\$659,104	\$312,700	\$961,868	\$241,000
Total Funds Available		\$1,683,877	\$2,062,076	\$1,305,472	\$1,944,565	\$1,404,058
Expenditures						
Services						
57510	Consulting	0			160	
Subtotal		\$0	\$0	\$0	\$160	\$0
Transfers						
57991	Transfer to General Fund					
57993	Transfer to Debt Service Fund					
Subtotal						
Capital Outlay						
57995	Capital Outlay 2014	220,669				
57995	Capital Outlay 2015		526,697			
57995	Capital Outlay 2016			310,000	746,347	
57995	Capital Outlay 2017				0	239,000
Subtotal		\$220,669	\$526,697	\$310,000	\$746,347	\$239,000
Transfers						
57992	Transfer to Marina Fund	25,000	0	0		0
57993	Transfer to Debt Fund - Helms Reserve	35,236	0	35,000	35,000	0
58994	Transfer to TID	0	552,682			
Subtotal		\$60,236	\$552,682	\$35,000	\$35,000	\$0
Total Expenditures		\$280,905	\$1,079,379	\$345,000	\$781,507	\$239,000
Ending Fund Balance		\$1,402,972	\$982,697	\$960,472	\$1,163,058	\$1,165,058

Village of Sister Bay 2017 Annual Budget

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Capital Improvement Funding Detail				
Project Year	Project Description	2015 Funding	2016 Funding	2017 Funding
2015	Proposed Capital Requests			
	Fire Truck reserve	-		
	Burial of overhead utilities	50,000		
	Streets resurfacing	33,500		
	Various Parks Projects	-		
	Vehicle replacement	-		
	Parks Equipment	-		
	OS Election Machine replacement	1,500		
	Information/Technology upgrades	-		
	Trackless replacement (over 4 yrs.)	-		
	Accounting software upgrade, plus Dashboard	20,000		
	Wayfinding Signage	15,000		
	Sledding Hill	20,000		
	Marketing	50,000		
	General Fund subtotal	190,000		
2016	Proposed Capital Requests			
	Bay Shore Dr. Project		75,000	
	Fire Truck reserve			
	6f Braun Parking Lot		25,000	
	Burial of overhead utilities			
	Streets resurfacing/Stormwater		130,000	
	Various Parks Projects		10,000	
	Vehicle replacement		-	
	Parks Equipment			
	OS Election Machine replacement			
	Information/Technology upgrades		-	
	Trackless replacement (over 4 yrs.)		-	
	Accounting software upgrade, plus Dashboard		20,000	
	Wayfinding Signage		50,000	
	Sledding Hill			
	Marketing			
	General Fund subtotal		310,000	
2017	Proposed Capital Requests			
	SBLG Fire Budget Capital Reserve			22,000
	Streets resurfacing/Stormwater			90,000
	Parks Building			10,000
	Various Parks Projects			10,000
	Vehicle Replacement			25,000
	Vehicle Replacement - UTV (\$14K total)			7,000
	Village Hall Acoustics & A/C			25,000
	Helms Debt Reserves			
	Coastal Byways Kiosk/Grant			
	Trackless Snow Machine Replacement			-
	Information Technology Upgrades			5,000
	Canterbury/Maple and Applewood			35,000
	Accounting Software Upgrade			
	Wayfinding Signage			-
	Sledding Hill			10,000
	Property Improvement (Quarry)			-
	Country Walk Sidewalks			-
	General Fund subtotal			239,000

Village of Sister Bay 2017 Annual Budget

Cumulative Major Project Reserves														
as of 8/24/16		budget	opening				YTD		budget	opening			YTD	
Number	Project	funding	balance	added	adjusted	expended	balance		funding	balance	added	adjusted	expended	balance
		2016	2016	in 2016	in 2016	in 2016	2016		2017	2017	in 2017	in 2017	in 2017	2017
03 13	Fire Truck/SBLG Fire Dept		126,268.36				126,268.36		22,000	148,268.36				148,268.36
04 08	Streets Resurfacing	130,000	159,301.75				159,301.75		90,000	249,301.75				249,301.75
04 18	Old Fire Station Demolition/Upgrades		(0.05)		0.05		0.00			0.00				0.00
04 24	Parks Building		347,698.00				347,698.00		10,000	357,698.00				357,698.00
04 25	Parks Mower		0.00				0.00			0.00				0.00
05 21	Admin. Bldg. Remodel		0.00				0.00			0.00				0.00
07 38	Stormwater Undetermined		0.00				0.00			0.00				0.00
09 56	Various Parks Projects	10,000	29,446.61			4,000.00	25,446.61		10,000	35,446.61			17,500.00	17,946.61
09 57	Vehicle Replacement		7,241.00				7,241.00		32,000	39,241.00			14,000.00	25,241.00
10 58	Village Hall acoustics & A/C		43,909.32				43,909.32		25,000	68,909.32				68,909.32
10 59	Parks Equipment		0.00				0.00			0.00				0.00
10 60	Garbage containers		0.00				0.00		0	0.00				0.00
11 65	OS Election Machine replacement		(0.12)		0.12		0.00			0.00				0.00
11 68	Helms Debt Reserves	-35,000	132,382.00				132,382.00			132,382.00				132,382.00
12 70	Coastal Byways Kiosk/Grant		17,714.00				17,714.00			17,714.00				17,714.00
13 76	Trackless snow machine replacement		23,185.00				23,185.00			23,185.00				23,185.00
14 77	Information/Technology upgrades		13,517.59				13,517.59		5,000	18,517.59				18,517.59
14 80	Canterbury/Maple and Applewood		65,797.93				65,797.93		35,000	100,797.93				100,797.93
15 83	Accounting Software upgrade	20,000	40,000.00			2,010.00	37,990.00			37,990.00				37,990.00
15 84	Wayfinding/Village Signage	50,000	62,107.00			3,800.00	58,307.00			58,307.00				58,307.00
15 85	Sledding Hill		(3,740.28)			647.50	(4,387.78)		10,000	5,612.22			5,612.22	0.00
17 87	Property Improvement (Quarry)			650,000		650,000	0.00		0	0.00				0.00
18 88	Country Walk Sidewalks						0.00		0	0.00				0.00
	Unallocated		17,926.58				17,926.41			17,926.41				17,926.41
	Additional Unallocated		71,338.63				71,338.63			71,338.63				71,338.63
	CIP CIP Expense - Consulting					-285.00	(285.00)							(285.00)
	CIP Grants, other		77.00				77.00			77.00				77.00
	CIP Interest Income (except Fire Truck Reserve)		3,526.12	1,336.80			4,862.92			4,862.92				4,862.92
	CIP Transfers In & Out (not budget funding)		0.00				0.00			0.00				0.00
	CIP Totals	175,000.00	1,157,696.44	651,336.80	0.00	660,172.50	1,148,290.74		239,000.00	1,387,575.74	0.00	0.00	37,112.22	1,350,178.52
07 5046	Waterfront Development'		(295,538.31)			728.28	(296,266.59)			(296,266.59)				(296,266.59)
11 5067	Bay Shore Drive reconstruction	75,000	232,926.64			49,974.48	182,952.16	(20,990)		182,952.16				182,952.16
14 5079	BSD Stormwater		(189,625.82)				(189,625.82)			(189,625.82)				(189,625.82)
14 5082	BSD Lighting		(12,390.00)			1,926.80	(14,316.80)			(14,316.80)				(14,316.80)
14 5081	BSD Overhead Line Burial		(11,669.16)				(11,669.16)			(11,669.16)				(11,669.16)
15 5087	Downtown Redevelopment		10,029.00	370,000.00	15,000	176,796.27	218,232.73		200,000	418,232.73	140,000.00		340,000.00	218,232.73
16 5088	Braun Parking Lot	25,000	25,000.00				25,000.00			25,000.00				25,000.00
17 5089	Dahlstrom Site Improvements	0	0.00		0		0.00		1,000	1,000.00				1,000.00
	TIF Property Tax Increments		0.00	54,418.00			54,418.00			82,871.00				82,871.00
	TIF Computer Aids		636.00				636.00			636.00				636.00
	TIF Stewardship Grant & loan to Marina		14,858.75	14,116.26			28,975.01			28,975.01				28,975.01
	TIF Transfer from Utilities for BSD Project		0.00				0.00			0.00				0.00
	TIF Debt Proceeds		0.00				0.00			0.00				0.00
13 74 (TIF)	Pavilion/Donations		0.00				0.00			0.00				0.00
	TIF Transfers In (not budget funding)			15,000	-15,000									
	TIF TIF exp.		(56,736.96)			49,307.59	(106,044.55)			(106,044.55)				(106,044.55)
	TIF Transfers Out		0.00				0.00			0.00				0.00
	TIF Totals	100,000.00	(282,509.86)	453,534.26	0.00	278,733.42	(107,709.02)		201,000.00	121,743.98	140,000.00	0.00	340,000.00	(78,256.02)
CIP/TIF	Comingled Totals	275,000	875,187	1,104,871	0	938,906	1,040,582		440,000	1,509,320	140,000	0	377,112	1,271,923

Village of Sister Bay 2017 Annual Budget ⁵¹

		2014	2015	2016	2016	2017
Fund 500 / Department 56		Actual	Actual	Budget	Estimate	Budget
Tax Increment Financing District						
Beginning Fund Balance						
		\$1,156,811	\$1,054,646	\$35,899	-\$90,849	\$40,703
Revenues						
Taxes and Assessments						
41110	Property Tax Increment	3,654	47,020	54,418	54,418	82,871
	Subtotal	\$3,654	\$47,020	\$54,418	\$54,418	\$82,871
Intergovernmental Revenue						
43430	Computer Aids	655	636	650	535	433
43690	State Grants	0	244,643	0	0	0
	Subtotal	\$655	\$245,279	\$650	\$535	\$433
Other Revenues						
48110	Interest on Loan #52 (Marina)	15,587	14,857	14,116	14,116	13,359
48300	Sale of Property	0	219,750	0	370,000	140,000
48500	Donations	435,000	0	0	0	0
48990	Miscellaneous	30,000	0	0	0	0
	Subtotal	\$480,587	\$234,607	\$14,116	\$384,116	\$153,359
Transfers						
49210	Transfer from General Fund	0	690,955	0	0	201,000
49230	Transfers from Debt Service				107,375	519,500
49240	Transfers from CIP		552,682	0	0	0
	Subtotal	\$0	\$1,243,637	\$0	\$107,375	\$720,500
Debt Issued						
49300	Bank Loan Proceeds (Beach)	400,000	0	0	0	0
49300	Bank Loan Proceeds (Garot Project)	0	0	530,000	0	0
49300	Bank Loan Proceeds (Braun Property)		630,000	0	0	0
	Subtotal	\$400,000	\$630,000	\$530,000	\$0	\$0
Total Revenues		\$884,895	\$2,400,543	\$599,184	\$546,444	\$957,163
Total Funds Available		\$2,041,706	\$3,455,189	\$635,083	\$455,595	\$997,866

Village of Sister Bay 2017 Annual Budget ⁵²

		2014	2015	2016	2016	2017
Fund 500 / Department 56		Actual	Actual	Budget	Estimate	Budget
Tax Increment Financing District						
Expenditures						
56415	Postage	158	17	150	0	0
56501	Audit	1,500	1,995	2,000	2,691	2,700
56503	Village Administration	64,833	49,065	59,534	65,578	55,855
56510	Consulting	3,155	135	3,000	1,000	3,000
56515	Legal Services	4,615	5,375	7,500	16,048	15,000
56530	Legal Notices & Ads	0	0	0	0	0
56990	TID Fees	150	150	150	150	150
	Subtotal	\$74,412	\$56,737	\$72,334	\$85,467	\$76,705
Transfers						
56993	Transfer of Sale Proceeds to Debt Service				165,000	140,000
	Subtotal	\$0	\$0	\$0	\$165,000	\$140,000
Capital Outlay						
56995	Capital Outlay - Waterfront Dev.	50,446	1,285,917	10,000	728	0
56995	Capital Outlay - Johnson Property	0	0	0	0	0
56995	Capital Outlay - BSD Reconstruction	155,211	116,685	85,646	49,974	0
56995	Capital Outlay - Pavilion	504,442	9,137	0	0	0
56995	Capital Outlay - BSD Stormwater	187,114	2,512	0	0	0
56995	Capital Outlay - Overhead Lines	3,045	1,235,329	0	0	0
56995	Capital Outlay - Lighting	12,390	0	37,500	1,927	0
56995	Capital Outlay - Downtown Redevel		839,721	0	11,796	200,000
56995	Capital Outlay - Dahlstrom Site Improvements					1,000
57995	Developer Reimbursement (Stony Ridge)		0	530,000	100,000	490,000
	Subtotal	\$912,649	\$3,489,301	\$663,146	\$164,425	\$691,000
	Total Expenditures	\$987,061	\$3,546,038	\$735,480	\$414,892	\$907,705
Audit Adjustment						
	Ending Fund Balance	\$1,054,645	-\$90,849	-\$100,397	\$40,703	\$90,161
	<i>Proof to Audit (p. 10)</i>	<i>1,054,646</i>	<i>-90,849</i>			
	Loan payment from Marina Fund	-36,397	-37,124	-37,867	-37,867	-38,624
	Ending Cash Balance	\$1,091,042	-\$53,725	-\$62,530	\$78,570	\$128,785

Village of Sister Bay 2017 Annual Budget

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		2014	2015	2016	2016	2017
	Fund 201 / Department 55	Actual	Actual	Budget	Estimate	Budget
	Marina Enterprise Fund					
	Revenues					
	Public Charges for Services					
46741	Festivals (Marina Fest)	5,869	49,898	17,500	24,602	0
46751	Seasonal Fees	313,728	338,982	345,000	352,741	362,250
46752	Transient Fees	109,259	119,518	112,000	130,889	127,000
46753	Launch Fees	12,018	11,758	12,000	13,986	14,000
46754	Bike Rental	0	0	0	0	0
46755	Marina Services	228	626	200	1,351	1,500
46759	Discounted Sales		0	-7,500	0	-5,000
	Subtotal	\$441,101	\$520,782	\$479,200	\$523,569	\$499,750
	Commercial Revenues					
46761	Commercial Docking	76,733	76,733	76,730	81,765	89,000
46764	Product Sales (incl. ice)	1,942	2,271	2,200	3,160	3,200
46767	Vending Sales (Soda)	566	0	350	101	100
46768	Washer/Dryer	231	726	300	453	500
46900	Misc. Charges	0	129	25	0	0
	Subtotal	\$79,471	\$79,859	\$79,605	\$85,479	\$92,800
	Miscellaneous Revenues					
48110	Interest on Investments	812	580	670	582	650
48260	Boathouse Rental	13,291	14,053	19,500	18,550	18,500
48265	Boathouse TV & Utility Charges	0	150		900	900
48500	Donations	83	259	0	195	250
48990	Miscellaneous Other Revenues	264	1,949	200	113	200
	Subtotal	\$14,449	\$9,603	\$20,370	\$20,340	\$20,500
	Total Revenues	\$560,021	\$610,244	\$579,175	\$629,388	\$613,050

Village of Sister Bay 2017 Annual Budget

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		2014	2015	2016	2016	2017
Fund 201 / Department 55		Actual	Actual	Budget	Estimate	Budget
Marina Enterprise Fund						
Expenditures						
Direct Employee Costs						
55101	Wages, Manager	25,610	33,209	40,000	40,000	47,500
55105	Wages, Admin	8,737	9,495	10,159	41,518	18,945
55105	Maintenance, Parks	7,919	11,039	8,498	8,498	11,449
55105	Wages, Seasonal	31,101	42,545	39,466	37,502	58,370
55110	Wages, Overtime	8	172	223	2,074	2,265
55111	Bonuses	465	750	5,807	3,877	2,350
55115	Retirement	1,137	1,066	3,871	5,941	5,701
55120	Social Security	5,536	5,388	7,968	10,010	10,777
55125	Insurance, Medical	1,657	5,982	9,281	9,834	5,852
55127	HSA Expense	0	0	0	3,807	3,020
55130	Insurance, Dental	244	566	725	1,118	665
55135	Insurance, Disability	117	216	480	586	378
55140	Insurance, Group Life	38	38	48	128	67
55145	Insurance, Work Comp	3,180	5,017	6,659	6,003	10,801
55150	Unemployment Costs	0	0	0	905	1,000
55190	Benefit Fees & Penalties	0	31	0	18	0
	Subtotal	\$85,748	\$115,514	\$133,185	\$171,800	\$179,140
Indirect Employee						
55201	Travel/Training	1,073	2,248	500	1,039	1,500
55205	Recruitment/Testing/Physicals	10	430	200	132	350
55210	Expense Allowance	122	6	200	200	200
55215	Uniforms and Clothing	285	493	900	935	1,000
55225	Recognition	0	0	0	0	750
	Subtotal	\$1,490	\$3,177	\$1,800	\$2,306	\$3,800
Utility Costs						
55340	Marina Utility Costs	22,061	22,444	24,000	19,983	20,000
55341	Boathouse Utilities	1,348	1,818	1,350	844	1,000
55360	Telephone	735	735	750	696	750
55365	Cellphones	932	861	900	748	900
55370	Internet	4,092	1,751	2,000	1,450	5,300
55375	Charter TV	1,868	1,046	567	414	420
55380	Holding Tank Expense					150
	Subtotal	\$31,036	\$28,655	\$29,567	\$24,135	\$28,520
Supplies						
55401	Office Supplies	257	0	400	574	600
55405	Computer Hardware/Software	1,507	8,411	5,000	294	500
55410	Printing and Copying	296	613	500	29	500
55415	Postage	266	581	500	142	500
55420	Dues and Publications	125	290	300	0	300
55430	Custodial Supplies	1,831	1,545	2,500	1,874	2,000
55434	Supplies For Resale	1,227	1,746	1,500	1,042	1,500
55440	Medical and Safety	0	0	100	277	300
55460	Minor Equipment	73	51	500	1,911	1,750
55465	Service Equipment	0	612	200	5,000	500
55470	Recreation Equip/Supplies	57	54	500	0	500
55475	Bicycles	0	0	50	0	2,000
55490	Amenities (coffee & shower supplies)	598	621	750	406	750
55495	Miscellaneous Other Supplies	119	-62	200	931	300
	Subtotal	\$6,791	\$14,462	\$13,000	\$12,479	\$12,000
Other Services						
55501	Audit	1,920	3,210	3,210	3,391	3,400
55502	Accounting Support	1,745	1,630	1,900	1,309	3,000
55503	Credit Card Fees	6,787	8,149	7,800	8,323	8,500
55504	Information Technology	470	1,002	600	2,076	600

Village of Sister Bay 2017 Annual Budget

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		2014	2015	2016	2016	2017
Fund 201 / Department 55		Actual	Actual	Budget	Estimate	Budget
Marina Enterprise Fund						
55510	Consulting Services	350	1,225	350	859	1,500
55515	Legal Services	476	535	500	0	500
55525	Property/Liability Insurance	5,769	7,622	7,750	6,112	7,622
55530	Legal Notices (formerly ads)	14	0	100	0	50
55532	Marketing/Publicity (events)	2,146	6,297	8,000	1,053	1,500
55535	Website Support	184	507	500	95	250
55551	Rubbish Disposal	1,550	2,165	1,800	1,623	1,920
55552	Recycling	319	147	300	164	320
55565	Marina Committee	400	160	800	0	500
55567	Festival/Event Costs	16,510	68,772	25,000	31,258	0
55570	Permits & Fees	220	227	250	110	225
55595	Misc. Other Services	0	0	100	0	100
	Subtotal	\$38,860	\$101,648	\$58,960	\$56,372	\$29,987
Maintenance						
55601	Office Equip Maint/Postage Meter	240	345	300	10	300
55605	Computer Maintenance	0	0	0	0	200
55615	Grounds Maintenance	213	74	250	711	800
55635	Weed Control Services	3,178	3,178	3,200	0	3,200
55640	Building Maintenance	3,840	2,616	2,000	1,235	2,000
55641	Boathouse Maintenance	332	1,425	1,000	5,986	2,000
55647	Dock Maintenance	11,027	15,863	15,000	12,557	17,000
55675	Equipment Rental	0	0	150	0	200
	Subtotal	\$18,831	\$23,501	\$21,900	\$20,498	\$25,700
Vehicles and Other						
55701	Vehicle Maintenance.	36	124	100	0	200
55705	Equipment Maintenance	457	879	450	276	1,000
55710	Gas/Oil/Fluids	367	422	400	242	400
	Subtotal	\$859	\$1,425	\$950	\$518	\$1,600
Non-Operating Expenses						
55910	Bad Debt Exp	0	277	0	506	0
55930	Bank Fees & Finance Charges	30	101	50	170	200
55950	Miscellaneous Other Exp.	0	20	100	0	100
55971	Depreciation Expense	202,311	203,934	200,000	200,000	202,000
	Subtotal	\$202,341	\$204,332	\$200,150	\$200,676	\$202,300
Debt						
55986	Interest on Long-Term Debt	78,385	77,440	76,694	76,694	75,436
55986	Interest payable to TID Fund for Loan	15,587	14,859	14,116	14,116	13,359
	Subtotal	\$93,972	\$92,299	\$90,810	\$90,810	\$88,795
Transfers						
55991	Transfer to General Fund for Marina Fest Sponsorship	0	0	0	0	10,000
55992	PILOT Payment	161,905	128,380	126,356	126,356	56,497
	Subtotal	\$161,905	\$128,380	\$126,356	\$126,356	\$66,497
	Total Expenses	\$641,833	\$713,393	\$676,678	\$705,952	\$638,339
Expense Summary						
	Operating Expenses & Taxes	183,616	288,780	259,362	288,786	280,747
	Depreciation & other Non-Operating Exp	202,341	203,934	200,150	200,000	202,300
	Debt Service	93,972	92,299	90,810	90,810	88,795
	Capital, Other Transfers	161,905	128,380	126,356	126,356	66,497
	Total	\$641,833	\$713,393	\$676,678	\$705,952	\$638,339
	Net Income/(Loss)	(\$81,812)	(\$103,149)	(\$97,503)	(\$76,563)	(\$25,289)
	Net Income/(Loss) without Non-Cash	\$26,612	(\$15,128)	\$29,630	\$50,570	\$94,337
	Beginning Net Asset Balance	1,771,265	1,695,410	1,596,388	1,592,261	1,566,268

Village of Sister Bay 2017 Annual Budget

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	2014	2015	2016	2016	2017
Fund 201 / Department 55	Actual	Actual	Budget	Estimate	Budget
Marina Enterprise Fund					
Prior period adjustment					
Ending Net Asset Balance	\$1,689,453	\$1,592,261	\$1,498,885	\$1,566,268	\$1,540,979
<i>Proof to Audit (p. 15)</i>	<i>1,689,453</i>	<i>1,592,257</i>			
Cumulative change in accting prin.	5,957	-4			
Ending Net Asset Balance, restated	1,695,410	1,592,257			
Adjust for Other Sources and Uses of Cash					
Add Depreciation	202,311	203,934	200,000	200,000	202,000
Add back Replacement Funds Used					0
Subtract Capital Expenses	-31,240	-43,789	0	0	0
Subtract Replacement Fund Addition					-75,000
Add: Loans					0
Long-Term Advance from TIF @2%)	-36,397	-37,124	-37,867	-37,867	-38,624
Subtract Debt Principal	-26,250	-35,000	-35,000	-35,000	-43,750
Subtotal	\$108,424	\$88,021	\$127,133	\$127,133	\$44,626
Net Change in Cash Position	\$26,612	-\$15,128	\$29,630	\$50,570	\$19,337
Estimated Net Cash Available					
Beginning of Year	\$269,481	\$296,093	\$280,965	\$280,965	\$331,535
At Year-End	\$296,093	\$280,965	\$310,595	\$331,535	\$350,872
Available Net Assets Balance	\$1,797,877	\$1,680,282	\$1,626,018	\$1,693,401	\$1,585,605
(after loan payments and capital exp, but before depreciation)					
Capital Expense Projections					
	Replacement Year	Estimated Cost			
roof replacement	2019	29,000			
Marina Building	Low Priority	600,000			
A Dock Repairs and Pier Replacement	2018/2019	900,000			
B Dock Repairs	2019	250,000			
D Dock Floating Piers	2019	100,000			
J Dock Floating Piers	2020	150,000			
J Dock Bulkhead	2020	200,000			
Fuel Dock	2017	250,000			
future projects subtotal					

Village of Sister Bay 2017 Annual Budget 57

		2014	2015	2016	2016	2017
Fund 600/ Departments 10-30		Actual	Actual	Budget	Estimate	Budget
Utility Funds Summary						
REVENUES						
Permits & Fees						
10	Water	1,736	4,025	1,700	3,644	2,300
30	Sewer Collection System	2,059	2,624	546	10,033	7,500
	Subtotal	\$3,795	\$6,649	\$2,246	\$13,677	\$9,800
Public Charges						
10	Water	2,775	3,555	2,160	2,880	3,000
20	Wastewater Treatment	0	0	0	0	0
30	Sewer Collection System	2,775	3,555	2,160	2,880	3,000
	Subtotal	\$5,550	\$7,110	\$4,320	\$5,760	\$6,000
Customer Charges						
10	Water	293,539	320,036	330,055	331,920	342,449
20	Wastewater Treatment	468,897	476,730	500,102	502,581	508,600
30	Sewer Collection System	202,443	203,076	205,635	225,109	228,800
	Subtotal	\$964,879	\$999,842	\$1,035,792	\$1,059,610	\$1,079,849
Intergovernmental Charges						
10	Water	25,245	29,506	32,176	27,998	30,218
20	Wastewater Treatment	64,867	65,318	64,898	66,355	67,140
30	Sewer Collection System	1,621	712	1,320	1,259	1,200
	Subtotal	\$91,733	\$95,536	\$98,394	\$95,611	\$98,558
Public Authority Charges						
10	Water	54,835	62,291	67,390	66,305	66,540
20	Wastewater Treatment	9,454	7,719	8,909	9,733	9,500
30	Sewer Collection System	11,747	16,145	11,583	5,644	9,500
	Subtotal	\$76,035	\$86,155	\$87,882	\$81,682	\$85,540
Other Revenue						
10	Water	69,973	34,639	56,962	63,580	57,600
20	Wastewater Treatment	36,833	30,739	11,690	32,172	25,080
30	Sewer Collection System	17,646	8,949	2,456	14,631	8,550
	Subtotal	\$124,451	\$74,327	\$71,109	\$110,383	\$91,230
Other Financing Sources						
10	Water	194,305	38,120	0	0	0
20	Wastewater Treatment	0	0	0	0	0
30	Sewer Collection System	25,618	13,745	0	0	0
	Subtotal	\$219,923	\$51,865	\$0	\$0	\$0
	Total Revenues	\$1,486,366	\$1,321,484	\$1,299,743	\$1,366,723	\$1,370,976

Village of Sister Bay 2017 Annual Budget 58

		2014	2015	2016	2016	2017
Fund 600/ Departments 10-30		Actual	Actual	Budget	Estimate	Budget
Utility Funds Summary						
EXPENSES						
Direct Employee Costs						
10	Water	130,112	126,449	154,377	139,054	165,631
20	Wastewater Treatment	185,132	213,815	225,560	215,386	243,751
30	Sewer Collection System	57,155	48,505	46,822	35,598	50,573
	Subtotal	\$372,399	\$388,769	\$426,758	\$390,038	\$459,956
Indirect Employee						
10	Water	2,422	2,703	3,403	3,177	6,200
20	Wastewater Treatment	2,088	2,681	3,600	3,700	6,200
30	Sewer Collection System	385	446	470	396	720
	Subtotal	\$4,896	\$5,830	\$7,473	\$7,273	\$13,120
Utility Costs						
10	Water	27,208	24,400	30,417	23,109	27,150
20	Wastewater Treatment	72,487	65,907	80,011	62,679	69,995
30	Sewer Collection System	5,259	5,894	6,625	6,556	6,815
	Subtotal	\$104,954	\$96,201	\$117,053	\$92,344	\$103,960
Supplies						
10	Water	10,501	18,402	18,460	15,161	18,460
20	Wastewater Treatment	37,591	28,477	44,803	36,032	43,400
30	Sewer Collection System	8,638	17,101	11,178	6,503	9,200
	Subtotal	\$56,730	\$63,980	\$74,441	\$57,696	\$71,060
Other Services						
10	Water	17,954	20,973	20,950	25,213	26,050
20	Wastewater Treatment	53,182	54,979	62,350	60,439	73,150
30	Sewer Collection System	9,970	11,448	7,550	7,446	11,650
	Subtotal	\$81,106	\$87,400	\$90,850	\$93,098	\$110,850
Maintenance						
10	Water	25,078	33,285	25,375	52,009	32,275
20	Wastewater Treatment	59,626	37,980	95,020	72,615	54,300
30	Sewer Collection System	25,940	8,722	70,464	56,997	55,100
	Subtotal	\$110,644	\$79,987	\$190,859	\$181,621	\$141,675
Vehicles						
10	Water	3,690	4,765	4,850	3,682	4,850
20	Wastewater Treatment	5,800	6,078	8,250	6,356	8,500
30	Sewer Collection System	1,642	1,001	2,375	1,093	2,225
	Subtotal	\$11,132	\$11,844	\$15,475	\$11,130	\$15,575
Non-Operating Expenses						
10	Water	105,905	112,567	103,369	104,011	105,092
20	Wastewater Treatment	262,382	262,683	265,355	263,891	265,223
30	Sewer Collection System	67,372	75,522	65,557	65,614	66,192
	Subtotal	\$435,660	\$450,772	\$434,281	\$433,516	\$436,507
Debt						
10	Water	11,349	9,980	8,619	7,667	1,978
20	Wastewater Treatment	24,925	22,081	19,037	19,037	4,368
30	Sewer Collection System	11,935	10,533	9,096	5,044	2,089
	Subtotal	\$48,209	\$42,594	\$36,752	\$31,748	\$8,435
Transfers						

Village of Sister Bay 2017 Annual Budget 59

		2014	2015	2016	2016	2017
Fund 600/ Departments 10-30		Actual	Actual	Budget	Estimate	Budget
Utility Funds Summary						
10	Water	0	35,457	41,723	41,723	41,723
20	Wastewater Treatment	0	0	0	0	0
30	Sewer Collection System	0	0	0	0	0
Subtotal		\$0	\$35,457	\$41,723	\$41,723	\$41,723
Total Expenses		\$1,225,729	\$1,262,834	\$1,435,665	\$1,340,187	\$1,402,861
Net Income/(Loss)		\$260,636	\$58,650	(\$135,922)	\$26,535	(\$31,885)
Adjust for Other Sources and Uses of Cash						
Add Assessment Principal		\$0	\$0	\$0	\$0	\$0
Add back Depreciation		\$431,905	\$448,940	\$431,331	\$431,331	\$432,107
Add back Replacement Funds Used		\$0	\$19,179	\$190,000	\$190,000	\$446,000
Subtract Replacement Fund Addition		\$0	-\$140,636	-\$140,636	-\$140,636	-\$140,636
Subtract Impact Fees		-\$94,049	-\$42,324	-\$51,905	-\$83,464	-\$62,006
Subtract Debt Principal		\$0	-\$153,600	-\$175,300	-\$177,165	-\$186,863
Subtract Capital Expenses		\$0	\$29,957	-\$221,332	-\$240,240	-\$497,239
Subtract Bay Shore Drive Project		\$0	-\$946,218	-\$96,344	\$0	-\$96,344
Subtotal		\$337,856	-\$784,702	-\$64,186	-\$20,175	-\$104,981
Net Change in Available Net Assets Balance		\$598,492	(\$726,052)	(\$200,107)	\$6,360	(\$136,866)
<i>Proof to separate department pages:</i>		<i>598,492</i>	<i>(726,052)</i>	<i>(200,107)</i>	<i>6,360</i>	<i>(136,866)</i>

Village of Sister Bay 2017 Annual Budget 60

		2014	2015	2016	2016	2017
Fund 600/ Department 10		Actual	Actual	Budget	Estimate	Budget
Enterprise - Water Fund						
REVENUES						
Permits & Fees						
44611	Lateral Permit Inspection	585	875	500	2,244	1,500
44615	Well Permits	1,050	3,150	1,200	1,400	800
	Subtotal	\$1,736	\$4,025	\$1,700	\$3,644	\$2,300
Public Charges						
46110	Assessment Letters	2,775	3,555	2,160	2,880	3,000
	Subtotal	\$2,775	\$3,555	\$2,160	\$2,880	\$3,000
Customer Charges						
46450	Metered Sales - Multi Family	15,925	17,599	18,213	18,268	18,816
46451	Metered Sales - Residential	137,178	148,129	155,861	155,519	160,185
46452	Metered Sales - Commercial	79,768	95,931	92,985	99,610	102,598
46453	Public Fire Protection	44,405	44,720	47,598	44,926	46,300
46454	Private Fire Protection	7,280	7,292	7,288	7,636	7,700
46455	Hydrant Use	120	150	100	180	200
46456	Unmetered Water Sales	144	83	150	300	350
46457	Labor & Materials	3,146	619	2,000	1,259	1,500
46458	Late Payment Penalties	877	893	800	480	800
46459	Reconnect fees	4,697	4,620	5,060	3,742	4,000
	Subtotal	\$293,539	\$320,036	\$330,055	\$331,920	\$342,449
Intergovernmental Charges						
47391	Sale of Water - LGUD	10,396	14,766	15,243	15,454	15,918
47393	Public Fire Protection - LGUD	6,730	5,856	6,288	5,564	6,000
47394	Admin Charges - LGUD	5,195	7,038	8,075	5,352	6,000
47396	Unmetered Water Sales - LGUD	135	193	150	138	150
47397	Labor & Materials - LGUD	2,499	1,445	2,200	1,404	2,000
47398	Surcharges - LGUD	289	208	220	86	150
	Subtotal	\$25,245	\$29,506	\$32,176	\$27,998	\$30,218
Public Authority Charges						
47491	Metered Sales - Village	10,802	10,280	12,765	11,665	12,015
47493	Public Fire Protection - Village Accts	1,972	2,016	2,050	2,018	2,050
47494	Village Hydrant rental	42,000	49,781	52,375	52,376	52,375
47495	Hydrant Use - Village	30	60	0	30	0
47496	Unmetered Water Sales - Village	31	154	200	28	100
47497	Water System/Hydrant Maint - Village	0	0	0	188	0
	Subtotal	\$54,835	\$62,291	\$67,390	\$66,305	\$66,540

Village of Sister Bay 2017 Annual Budget 61

		2014	2015	2016	2016	2017
Fund 600/ Department 10		Actual	Actual	Budget	Estimate	Budget
Enterprise - Water Fund						
Other Revenue						
48110	Interest & Dividends	4,058	3,779	2,800	2,742	2,800
48200	Rent from Property	4,800	4,800	4,800	4,800	4,800
48952	Impact Fees - Water Tower	45,728	17,200	46,025	38,150	40,000
48953	Impact Fees - Downtown Water Main	10,992	5,470	1,337	13,303	10,000
48990	Other Water System Revenue	2,300	2,952	2,000	0	0
48995	Misc. Non-Operating Revenue	2,096	390	0	4,585	0
	Subtotal	\$69,973	\$34,639	\$56,962	\$63,580	\$57,600
Other Financing Sources						
49800	Capital Contributions Water	194,305	38,120	0	0	0
	Subtotal	\$194,305	\$38,120	\$0	\$0	\$0
	Total Revenues	\$642,407	\$492,172	\$490,443	\$496,327	\$502,106
EXPENSES						
Direct Employee Costs		35%	235%	36%		36%
61101	Wages, Full Time	70,657	56,015	75,762	68,452	76,500
61105	Salaries, Admin	7,174	3,184	8,864	11,776	14,705
61105-61	Wages, Clerk	11,269	15,016	13,971	9,300	12,062
61110	Wages, Overtime	3,572	6,315	4,031	5,926	4,936
61115	Retirement	6,977	5,336	6,188	4,909	6,358
61120	Social Security	6,680	7,376	7,032	6,401	7,153
61125	Insurance, Medical	18,477	27,244	29,390	17,677	25,955
61127	HSA Expense	0	0	0	6,084	7,695
61130	Insurance, Dental	1,680	1,630	1,729	1,593	2,069
61135	Insurance, Disability	732	705	757	504	608
61140	Insurance, Group Life	230	287	329	344	439
61145	Insurance, Workers Comp	2,611	3,203	6,123	6,056	6,952
61190	Benefit Fees and Penalties	53	138	200	32	200
	Subtotal	\$130,112	\$126,449	\$154,377	\$139,054	\$165,631
Indirect Employee						
61201	Travel/Training	1,741	1,905	2,500	2,153	5,000
61205	Recruitment/Testing/Physicals	0	0	0	202	200
61210	Expense Allowance	4	18	100	22	200
61215	Uniforms and Clothing	677	780	803	800	800
	Subtotal	\$2,422	\$2,703	\$3,403	\$3,177	\$6,200

Village of Sister Bay 2017 Annual Budget 62

		2014	2015	2016	2016	2017
Fund 600/ Department 10		Actual	Actual	Budget	Estimate	Budget
Enterprise - Water Fund						
Utility Costs						
61310	Electricity	23,550	20,929	26,067	19,346	23,000
61315	Fuel	812	633	1,300	560	700
61360	Telephone	1,055	1,019	1,100	1,274	1,300
61365	Cellphones	525	553	600	746	800
61370	Internet	504	504	550	504	550
61375	Telemetry	762	762	800	680	800
	Subtotal	\$27,208	\$24,400	\$30,417	\$23,109	\$27,150
Supplies						
61401	Office Supplies	508	339	800	717	800
61405	Computer Hardware/Software	198	245	200	27	200
61410	Printing & Copying	1,138	1,085	1,500	438	1,200
61415	Postage & Shipping	1,450	2,260	2,000	1,074	1,600
61420	Dues and Publications	747	865	1,000	859	1,000
61425	Maps	8	11	10	3	10
61430	Custodial Supplies	48	90	100	92	100
61440	Medical and Safety Supplies	90	231	500	758	800
61451	Meter Parts & Supplies	1,036	-7,912	1,000	1,226	1,000
61452	Distribution Parts & Supplies	3,247	8,161	3,500	4,502	5,000
61455	Hydrant Parts & Supplies	-94	1,223	350	1,184	1,000
61460	Tools/Minor Equipment	865	2,896	4,500	2,803	3,000
61465	Chemicals	839	8,430	2,000	1,479	2,000
61470	Lab Supplies	0	0	0	0	0
61490	Misc. Operating Supplies	94	101	500	-9	250
61495	Misc. Other Supplies	328	377	500	9	500
	Subtotal	\$10,501	\$18,402	\$18,460	\$15,161	\$18,460
Other Services						
61501	Audit	3,989	3,717	4,000	3,758	4,000
61502	Accounting/Software Support	5,540	3,627	4,000	3,442	4,500
61504	Information Technology	423	223	500	480	1,000
61505	Engineering	0	2,448	0	0	0
61507	Testing	1,470	328	3,500	237	1,500
61508	Cross Connection Inspection	0	0	0	2,730	2,000
61509	Locating	603	619	800	707	800
61510	Consulting	925	1,192	500	1,094	1,500
61515	Legal Services	604	1,467	2,000	1,089	4,000
61525	Property/Liability Insurance	2,979	3,541	3,500	3,949	4,500
61530	Legal Notices & Ads	743	565	500	798	500
61542	Impact Fee Refunds		1,846	0	5,306	0
61553	Snow Removal		0	0	79	100
61554	Lawn Maintenance	556	870	1,500	1,496	1,500
61595	Misc. Other Services	124	530	150	48	150
	Subtotal	\$17,954	\$20,973	\$20,950	\$25,213	\$26,050

Village of Sister Bay 2017 Annual Budget 63

		2014	2015	2016	2016	2017
Fund 600/ Department 10		Actual	Actual	Budget	Estimate	Budget
Enterprise - Water Fund						
Maintenance						
61601	Office Equip. maintenance	81	289	100	86	100
61605	Computer Maintenance	0	25	175	0	175
61610	Water Plant Maintenance	8,169	24,107	15,000	29,452	15,000
61615	Distribution System Maintenance	16,431	7,828	10,000	19,628	15,000
61650	Hydrant Maintenance	317	1,036	100	2,843	2,000
61675	Equipment Rental	80	0	0	0	0
	Subtotal	\$25,078	\$33,285	\$25,375	\$52,009	\$32,275
Vehicles & Portable Equipment						
61701	Vehicle Maintenance	958	1,212	1,250	1,186	1,250
61705	Minor Equipment Maintenance	170	1,995	300	262	300
61710	Gas/Oil/Fluids	2,016	1,401	2,500	1,661	2,500
61715	Equipment Gas/Oil/Fluids	545	157	800	573	800
	Subtotal	\$3,690	\$4,765	\$4,850	\$3,682	\$4,850
Non-Operating Expenses						
61905	Taxes	371	330	400	372	400
61910	Bad Debt	0	45	0	0	0
61930	Bank Fees & Finance Charges	165	172	200	870	2,800
61935	Taxes - Water		-692	0	0	0
61950	Miscellaneous Other Exp	2,600	514	0	0	0
61971	Depreciation	102,769	112,198	102,769	102,769	101,892
	Subtotal	\$105,905	\$112,567	\$103,369	\$104,011	\$105,092
Debt						
61986	Interest on Long-Term Debt	11,349	9,980	8,619	7,667	1,978
	Subtotal	\$11,349	\$9,980	\$8,619	\$7,667	\$1,978
Transfers						
61991	PILOT payment	0	35,457	41,723	41,723	41,723
	Subtotal	\$0	\$35,457	\$41,723	\$41,723	\$41,723
	Total Expenses	\$334,220	\$388,981	\$411,543	\$414,806	\$429,409
	Net Income/(Loss)	\$308,188	\$103,191	\$78,901	\$81,521	\$72,697
	<i>Proof to Audit (ML, p.6-7)</i>	<i>308,191</i>	<i>103,191</i>			
Adjust for Other Sources and Uses of Cash						
	Add Assessment Principal	-	-	-	-	-
	Add back Depreciation	102,769	112,198	102,769	102,769	101,892
	Add back Replacement Funds Used	-	(5,539)	-	-	-
	Subtract Replacement Fund Addition		(47,266)	(47,266)	(47,266)	(47,266)
	Subtract Impact Fees	-56,720	(22,670)	(47,362)	(51,453)	(50,000)
	Subtract Debt Principal		(35,800)	(41,200)	(63,255)	(41,200)
	Subtract Capital Expenses		(38,120)	(9,000)	0	(21,239)
	Subtotal	\$46,049	(\$37,197)	(42,059)	(\$59,205)	(57,813)
	Net Change in Available Net Assets Balance	\$354,237	\$65,994	\$36,841	\$22,316	\$14,884

Village of Sister Bay 2017 Annual Budget 64

		2014	2015	2016	2016	2017
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
REVENUES						
Customer Charges						
46411	Sewer Service - Multi Family	33,153	31,626	37,140	40,557	41,000
46411	Sewer Service - Residential	222,806	220,799	230,693	235,457	237,000
46412	Sewer Service - Commercial	137,435	135,516	139,032	146,329	148,000
46418	Late Payment Penalties	1,176	1,159	1,000	1,204	1,000
46436	Septic & Holding - Sister Bay	2,994	3,087	3,443	3,868	3,900
46437	Septic & Holding - Liberty Grove	69,332	80,889	86,623	72,609	75,000
46438	Septic & Holding - Other areas	1,978	3,591	2,171	2,558	2,700
46447	Unmetered Wastewater	23	63	0	0	0
	Subtotal	\$468,897	\$476,730	\$500,102	\$502,581	\$508,600
Intergovernmental Charges						
47391	Fixed Meter Charges - LGUD	44,974	44,462	44,506	46,443	47,000
47392	Sewage Volume Charges - LGUD	14,713	15,193	13,812	15,439	15,000
47394	Admin Charges - LGUD	4,997	5,439	6,455	4,335	5,000
47396	Unmetered Wastewater - LGUD	183	224	125	138	140
	Subtotal	\$64,867	\$65,318	\$64,898	\$66,355	\$67,140
Public Authority Charges						
47491	Sewer Service - Village Accts	9,454	7,719	8,909	9,733	9,500
	Subtotal	\$9,454	\$7,719	\$8,909	\$9,733	\$9,500
Other Revenue						
48110	Interest & Dividends	14,882	18,116	8,075	13,136	14,000
48200	Rent from Property	1,080	1,080	1,080	1,080	1,080
48951	Impact Fees - WWTP Expansion	20,842	11,449	2,536	17,873	10,000
48995	Misc. Non-Operating Revenue	29	0	0	83	0
	Subtotal	\$36,833	\$30,739	\$11,690	\$32,172	\$25,080
	Total Revenues	\$580,050	\$580,506	\$585,599	\$610,840	\$610,320

Village of Sister Bay 2017 Annual Budget 65

		2014	2015	2016	2016	2017
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
EXPENSES						
Direct Employee Costs		52%	252%	53%	53%	53%
62101	Wages, Full Time	96,120	117,662	111,538	105,890	112,624
62105	Salaries, Admin	9,163	4,687	13,050	22,542	21,649
62105-62	Wages, Clerk	16,742	16,193	20,568	7,988	17,758
62110	Wages, Overtime	3,899	6,555	5,934	5,390	7,267
62115	Retirement	8,628	6,982	9,111	7,872	9,360
62120	Social Security	9,397	10,549	10,353	5,679	10,530
62125	Insurance, Medical	31,352	39,146	43,269	34,490	38,211
62127	HSA Expense				12,133	11,329
62130	Insurance, Dental	2,595	2,381	2,546	3,004	3,046
62135	Insurance, Disability	1,076	1,023	1,115	974	895
62140	Insurance, Group Life	327	390	485	462	646
62145	Insurance, Workers Comp	5,764	8,036	9,015	8,916	10,234
62190	Benefit Fees and Penalties	70	211	250	47	200
	Subtotal	\$185,132	\$213,815	\$225,560	\$215,386	\$243,751
Indirect Employee						
62201	Travel/Training	1,048	1,498	2,500	2,444	5,000
62205	Recruitment/Testing/Physicals	0	0	0	298	0
62210	Expense Allowance	34	35	100	0	200
62215	Uniforms and Clothing	1,006	1,148	1,000	958	1,000
	Subtotal	\$2,088	\$2,681	\$3,600	\$3,700	\$6,200
Utility Costs						
62320	Electricity	56,698	55,316	63,786	53,274	58,000
62325	Fuel	12,315	7,246	12,500	4,424	8,000
62360	Telephone	1,183	1,019	1,275	1,132	1,275
62365	Cellphones	781	815	875	1,213	1,140
62370	Internet	749	749	800	749	800
62375	Telemetry	762	762	775	1,887	780
	Subtotal	\$72,487	\$65,907	\$80,011	\$62,679	\$69,995
Supplies						
62401	Office Supplies	1,646	1,556	2,003	1,426	1,800
62405	Computer Hardware/Software	294	194	100	79	100
62410	Printing & Copying	1,377	1,008	1,500	864	1,200
62415	Postage & Shipping	1,241	1,360	1,650	1,334	1,300
62420	Dues and Publications	1,635	1,374	2,000	1,381	1,800
62430	Custodial Supplies	245	205	300	286	300
62440	Medical and Safety	862	497	750	751	900
62460	Tools/Minor Equipment	860	3,204	2,000	1,545	2,000
62461	Sludge Treatment Supplies	5,895	5,895	5,500	4,896	5,000
62465	Chemicals	10,668	8,991	18,000	14,806	18,000
62470	Lab Supplies	12,400	3,966	10,000	8,366	10,000
62490	Misc. Operating Supplies	0	53	500	276	500
62495	Misc. Other Supplies	469	174	500	22	500
	Subtotal	\$37,591	\$28,477	\$44,803	\$36,032	\$43,400

Village of Sister Bay 2017 Annual Budget 66

		2014	2015	2016	2016	2017
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
Other Services						
62501	Audit	4,329	4,508	5,500	5,532	5,800
62502	Accounting/Software Support	1,412	4,502	2,750	2,720	3,900
62504	Information Technology	628	329	500	624	800
62505	Engineering	4,754	0	0	0	5,000
62507	Testing	1,439	1,215	2,000	1,899	2,000
62510	Consulting	1,987	3,427	2,500	1,611	2,500
62512	Laundry Services	1,515	1,067	1,800	900	1,500
62515	Legal Services	488	229	2,000	965	4,000
62525	Property/Liability Insurance	7,723	9,021	9,000	10,615	11,000
62530	Legal Notices & Ads	0	73	0	0	0
62551	Rubbish Disposal	2,453	3,763	2,500	2,927	3,000
62553	Snow Removal	168	0	0	116	150
62554	Lawn Maintenance	2,964	2,009	3,000	2,349	3,000
62561	Sludge Hauling & Processing	22,937	23,973	30,500	30,165	30,500
62595	Misc. Other Services	385	863	300	0	0
	Subtotal	\$53,182	\$54,979	\$62,350	\$60,439	\$73,150
Maintenance						
62601	Office Equip. Maintenance	81	275	200	142	200
62605	Computer Maintenance	0	37	250	0	200
62620	WWTP - Plant Structures	2,344	1,263	33,870	27,353	2,500
62624	WWTP Lab Equipment Maint.	4	1,075	500	1,108	1,200
62625	WWTP Fixed Equipment Maint.	48,987	27,818	50,000	38,300	40,000
62630	Main Lift Station Maint.	7,559	7,402	10,000	5,712	10,000
62675	Equipment Rental	650	110	200	0	200
	Subtotal	\$59,626	\$37,980	\$95,020	\$72,615	\$54,300
Vehicles & Portable Equipment						
62701	Vehicle Maintenance	1,423	1,793	2,000	1,956	2,000
62705	Minor Equipment Maintenance	166	1,439	500	1,862	2,000
62710	Gas/Oil/Fluids	2,995	2,077	4,000	1,520	3,000
62715	Equipment Gas/Oil/Fluids	1,216	769	1,750	1,018	1,500
	Subtotal	\$5,800	\$6,078	\$8,250	\$6,356	\$8,500
Non-Operating Expenses						
62930	Bank Fees & Finance Charges	188	193	250	786	1,000
62950	Miscellaneous Other Exp	22	19	0	0	0
62971	Depreciation	261,846	261,992	263,105	263,105	264,223
62975	Other Non-Operating Exp	326	479	2,000	0	0
	Subtotal	\$262,382	\$262,683	\$265,355	\$263,891	\$265,223

Village of Sister Bay 2017 Annual Budget 67

		2014	2015	2016	2016	2017
Fund 600/ Department 20		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Fund						
Debt						
62986	Interest on Long-Term Debt	24,925	22,081	19,037	19,037	4,368
	Subtotal	\$24,925	\$22,081	\$19,037	\$19,037	\$4,368
	Total Expenses	\$703,213	\$694,681	\$803,985	\$740,135	\$768,888
Net Income/(Loss)		(\$123,163)	(\$114,175)	(\$218,386)	(\$129,295)	(\$158,568)
<i>Proof to Audit (ML, p. 10)</i>		<i>(123,165)</i>	<i>-114,177</i>			
Adjust for Other Sources and Uses of Cash						
	Add back Depreciation	261,846	261,992	263,105	263,105	264,223
	Add back Replacement Funds Used		18,889	190,000	190,000	400,000
	Subtract Replacement Fund Addition		(86,448)	(86,448)	(86,448)	(86,448)
	Subtract Impact Fees	(20,842)	(11,449)	(2,536)	(17,873)	(10,000)
	Subtract Debt Principal		(80,000)	(90,000)	(90,000)	(101,563)
	Subtract Capital Expenses		(11,685)	(203,250)	(203,250)	(415,000)
	Subtotal	\$241,004	\$91,299	\$70,871	\$55,534	\$51,212
Net Change in Available Net Assets Balance		\$117,842	(\$22,876)	(\$147,515)	(\$73,761)	(\$107,356)

Village of Sister Bay 2017 Annual Budget 68

		2014	2015	2016	2016	2017
Fund 600/ Department 30		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Collection Fund						
REVENUES						
Permits & Fees						
44611	Lateral Permit Inspection	599	875	182	2,345	2,500
44631	Sewer Connection Fees/REU	1,460	1,749	364	7,688	5,000
	Subtotal	\$2,059	\$2,624	\$546	\$10,033	\$7,500
Public Charges						
46110	Assessment Letters	2,775	3,555	2,160	2,880	3,000
	Subtotal	\$2,775	\$3,555	\$2,160	\$2,880	\$3,000
Customer Charges						
46410	Sewer Service - Multi Family	15,857	16,847	13,240	17,902	18,000
46411	Sewer Service - Residential	119,882	120,738	125,746	143,866	145,000
46412	Sewer Service - Commercial	66,076	64,349	65,981	62,627	65,000
46418	Late Payment Penalties	593	492	468	468	500
46449	Collection System Maintenance	35	650	200	246	300
	Subtotal	\$202,443	\$203,076	\$205,635	\$225,109	\$228,800
Intergovernmental Charges						
47397	System Maintenance - LGUD	1,450	602	1,200	936	1,000
47398	Surcharges - LGUD	171	110	120	323	200
	Subtotal	\$1,621	\$712	\$1,320	\$1,259	\$1,200
Public Authority Charges						
47491	Sewer Service - Village Accts	4,663	4,088	4,583	4,136	4,500
47499	Other Services Provided to Village	7,084	12,057	7,000	1,508	5,000
	Subtotal	\$11,747	\$16,145	\$11,583	\$5,644	\$9,500
Other Revenue						
48110	Interest & Dividends	1,157	625	450	493	550
48953	Impact Fees - Downtown Sewer Main	16,488	8,205	2,006	14,138	8,000
48995	Misc. Non-Operating Revenue	0	100	0	0	0
	Subtotal	\$17,646	\$8,949	\$2,456	\$14,631	\$8,550
Other Financing Sources						
49800	Capital Contributions - Sewer	25,618	13,745	0	0	0
	Subtotal	\$25,618	\$13,745	\$0	\$0	\$0
	Total Revenues	\$263,908	\$248,806	\$223,700	\$259,556	\$258,550

Village of Sister Bay 2017 Annual Budget 69

		2014	2015	2016	2016	2017
Fund 600/ Department 30		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Collection Fund						
EXPENSES						
Direct Employee Costs		13%		11%		11%
63101	Wages, Full Time	30,030	26,415	23,149	16,528	23,375
63105	Salaries, Admin	3,297	973	2,709	3,598	4,493
63105-63	Wages, Clerk	4,186	3,367	4,269	1,822	3,686
63110	Wages, Overtime	1,219	1,434	1,232	946	1,508
63115	Retirement	2,648	2,031	1,891	1,274	1,943
63120	Social Security	3,144	2,662	2,149	1,476	2,186
63125	Insurance, Medical	12,740	9,999	8,980	5,352	7,931
63127	HSA Expense		0		2,064	2,351
63130	Insurance, Dental	718	621	528	520	632
63135	Insurance, Disability	333	259	231	143	186
63140	Insurance, Group Life	127	88	101	69	134
63145	Insurance, Workers Comp	1,445	1,668	1,871	1,797	2,124
63190	Benefit Fees and Penalties	34	47	60	10	25
	Subtotal	\$57,155	\$48,505	\$46,822	\$35,598	\$50,573
Indirect Employee						
63201	Travel/Training	134	208	250	180	500
63205	Recruitment/Testing/Physicals	0			62	0
63215	Uniforms and Clothing	251	238	220	154	220
	Subtotal	\$385	\$446	\$470	\$396	\$720
Utility Costs						
63330	Electricity	4,496	4,991	5,600	5,729	5,800
63335	Fuel	0	131	200	90	150
63365	Cellphones	195	175	200	228	240
63370	Internet	187	187	225	187	225
63375	Telemetry	381	410	400	322	400
	Subtotal	\$5,259	\$5,894	\$6,625	\$6,556	\$6,815
Supplies						
63401	Office Supplies	178	367	203	158	200
63405	Computer Hardware/Software	73	41	50	32	50
63410	Printing & Copying	428	255	400	164	300
63415	Postage & Shipping	347	350	450	286	350
63420	Dues and Publications	30	0	50	0	50
63425	Maps	8	11	0	0	0
63430	Custodial Supplies	37	27	25	348	400
63440	Medical and Safety	179	160	150	221	250
63450	Parts and Supplies	46	933	600	352	600
63460	Tools/Minor Equipment	117	2,051	500	247	500
63465	Chemicals	4,789	9,836	6,000	4,623	6,000
63490	Misc. Operating Supplies	2,300	3,032	2,250	0	0
63495	Misc. Other Supplies	105	38	500	72	500
	Subtotal	\$8,638	\$17,101	\$11,178	\$6,503	\$9,200

Village of Sister Bay 2017 Annual Budget 70

		2014	2015	2016	2016	2017
Fund 600/ Department 30		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Collection Fund						
Other Services						
63501	Audit	1,082	939	1,200	1,148	1,300
63502	Accounting/Software Support	353	1,216	800	576	1,200
63504	Information Technology	157	68	300	162	300
63505	Engineering	3,965	3,927	0	0	0
63508	Grease Trap Inspection	0	0	0	1,000	2,000
63509	Locating	118	0	0	326	0
63510	Consulting	175	390	250	334	500
63515	Legal Services	368	19	500	468	1,500
63525	Property/Liability Insurance	2,944	3,506	4,000	2,828	4,000
63554	Lawn Maintenance	343	902	400	580	750
63595	Misc. Other Services	465	481	100	24	100
	Subtotal	\$9,970	\$11,448	\$7,550	\$7,446	\$11,650
Maintenance						
63601	Office Equip. Maintenance	22	71	50	29	50
63605	Computer Maintenance	0	8	50	0	50
63630	Collection System Maintenance	11,622	2,720	57,364	47,226	45,000
63635	Lift Station/Force Main Maint	14,296	5,923	13,000	9,743	10,000
63675	Equipment Rental	0	0	0	0	0
	Subtotal	\$25,940	\$8,722	\$70,464	\$56,997	\$55,100
Vehicles & Portable Equipment						
63701	Vehicle Maintenance	356	376	375	357	375
63705	Minor Equipment Maintenance	378	3	500	111	500
63710	Gas/Oil/Fluids	749	499	1,000	394	1,000
63715	Equipment Gas/Oil/Fluids	160	123	500	230	350
	Subtotal	\$1,642	\$1,001	\$2,375	\$1,093	\$2,225
Non-Operating Expenses						
63930	Bank Fees & Finance Charges	77	76	100	157	200
63935	Taxes	0	692	0	0	0
63950	Miscellaneous Other Exp	6	4	0	0	0
63971	Depreciation	67,290	74,750	65,457	65,457	65,992
	Subtotal	\$67,372	\$75,522	\$65,557	\$65,614	\$66,192

Village of Sister Bay 2017 Annual Budget 71

		2014	2015	2016	2016	2017
Fund 600/ Department 30		Actual	Actual	Budget	Estimate	Budget
Enterprise - Wastewater Collection Fund						
Debt						
63986	Interest on Long-Term Debt	11,935	10,533	9,096	5,044	2,089
63989	Financing Fees	0	0	0	0	0
	Subtotal	\$11,935	\$10,533	\$9,096	\$5,044	\$2,089
	Total Expenses	\$188,297	\$179,172	\$220,137	\$185,247	\$204,564
	Net Income/(Loss)	\$75,611	\$69,634	\$3,563	\$74,309	\$53,986
	<i>Proof to Audit (ML, p.8-9 plus capital contrib's)</i>	<i>75,609</i>	<i>69,634</i>			
Adjust for Other Sources and Uses of Cash						
	Add Assessment Principal	-	-			
	Add back Depreciation	67290.00	74750.00	65457	65,457	65992
	Add back Replacement Funds Used	-	5829.00	0	0	46000
	Subtract Replacement Fund Addition		(6922.00)	(6922)	(6922)	(6922)
	Subtract Impact Fees	(16,488)	(8205.00)	(2006)	(14,138)	(2006)
	Subtract Debt Principal		(37800.00)	(44100)	(23,910)	(44100)
	Subtract Capital Expenses		79762.00	(9082)	(36,990)	(61000)
	Subtract Bay Shore Drive Project		(946217.61)	(96344)		(96344)
	Subtotal	\$50,802	(\$838,804)	(\$92,997)	(\$16,504)	(\$98,380)
	Net Change in Available Net Assets Balance	\$126,413	(\$769,170)	(\$89,434)	\$57,805	(\$44,394)

VILLAGE OF SISTER BAY UTILITIES

P.O. Box 655, Sister Bay, WI 54234

Phones: Voice 920-854-2246 Fax 920-854-7602 Cellular 920-421-0254

SISTER BAY UTILITIES LONG TERM CAPITAL PLANNING

Fund	Description	Project Year	Cost Estimate	Resources
3 Split	2001 Ford F350 4x4	2017	45,000	Operating
3 Split	2003 Chevy 2500 4x4	2019	35,000	Operating
3 Split	2007 Ford F150 4x4	2021	30,000	Operating
3 Split	2016 Chevy 4x4	2026	50,000	
Collection	Flow Line/Manhole SBE	2017	40,000	Replacement Funds
Collection	Flow Line/Manhole Pheasant Ct	2017	6,000	Replacement Funds
Collection	Roof Main Lift Station	2020	4,800	Replacement Funds
Water	Valve Operating Wrench	2017	6,239	Operating
Water	GIS Mapping	2018	35,000	Operating
Water	Roof #1 Well	2018	6,550	Replacement Funds
Water	Roof #2 Well	2019	3,340	Replacement Funds
Water	New Water Tower or New Well	2019		Impact Fees
Water	#3 Well Rebuild	2020	8,000	Replacement Funds
Water	Roof #3 Well	2020	3,640	Replacement Funds
Water	Water Tower Repaint	2029	100,000	Replacement Funds
Water	Stand Pipe Repaint	2031	160,000	Replacement Funds
WWTP	Sludge Study Implementation	2017		Replacement Funds
WWTP	Main Lift Station Generator	2017	400,000	Replacement Funds
WWTP	Blacktop	2018		Replacement Funds
WWTP	Clarifier Dome	2018		Replacement Funds
WWTP	Roof Pretreatment Building	2019	4,950	Replacement Funds
WWTP	Roof Solids Building	2019	5,400	Replacement Funds
WWTP	Roof Main Office Building	2019	27,510	Replacement Funds
WWTP	Paint/Replace Basic Catwalk	2020	50,000	Replacement Funds

Resolution 340-100416

Adopting the 2017 Budget and Capital Improvement Program

WHEREAS, the Village of Sister Bay Finance Committee has reviewed the financial needs of the Village and recommends the adoption of the 2017 Annual Budget; and,

WHEREAS, the proposed budget including detailed estimates of the revenues and expenses for the current fiscal year and for the ensuing fiscal year, in the format as is required by statutes, was available for public inspection and a summary of such budget was duly published in a newspaper of general circulation and a public hearing was held Tuesday, October 4, 2016 at the Sister Bay Fire Station at 6:00 p.m. where all residents and taxpayers were afforded an opportunity to be heard on all matters pertaining to the proposed budget.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of the Village of Sister Bay does hereby adopt the budget hereinafter set out in detail and hereby appropriates the sums of money or so much thereof as may be needed and deemed necessary to defray all expenses and liabilities for municipal purposes of the fiscal year, commencing the 1st day of January 2017 and ending the 31st day of December 2017.

BE IT FURTHER RESOLVED that the various interfund loans and repayment schedules are approved as specified in the budget document.

BE IT FURTHER RESOLVED that a copy of the budget be published on the Village web site and made available for the public as soon as practicable.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay conducted on the 4th day of October, 2016.

Passed and adopted this 4th day of October, 2016.

Dave Lienau, President

ATTEST:

Christy Sully, Village Clerk WCPC/MMC

VOTE: Ayes _____ Noes _____



Village of Sister Bay

BOARD REPORT

Meeting Date 10/04/2016

Recommendation:

That the Village Board authorize staff and the Village President to execute the attached contract amendment with Going Garbage.

Background:

This item was reviewed at the previous Board meeting.

Financial Impact:

As indicated in the contract. Tied to Wisconsin CPI increases in future years.

Respectfully submitted,

Zeke Jackson
Village Administrator

Amendment to Term of Solid Waste and Recycling Services Contract 2012 – 2016

1. This Amendment (the "Amendment") is made by the Village of Sister Bay (the "Village") and Going Garbage and Recycling (the "Contractor"), parties to the agreement "Solid Waste and Recycling Services Contract 2012 – 2016), dated February 2, 2012 (the "Agreement)).

2. The Agreement is amended as follows:

a) Paragraph 2 -Term:

The term of this Contract shall be for the period commencing on January 1, 2017 at 12:00 A. M. and terminating on December 31, 2019 at 11:59 P. M.

b) Paragraph 4 – Service:

Commercial: Business, commercial, industrial and municipal establishments are eligible for one (1) cubic yard of solid waste pickup per week per entity. The minimum yardage quantity per pickup shall be one (1) cubic yard per wheeled cart pickup and two (2) cubic yards per dumpster pickup.

c) Paragraph 4 – Service:

Residential condominiums where 75% of the units are owner occupied; and rental apartment complexes (defined as residential units with full-time (leases) rather than temporary (tourist and/or transient) occupancy will receive weekly waste and recycling based on the formula applicable to single unit residences. However, in those instances where dumpsters are used rather than individual carts, Contractor will perform quarterly "level of fill" audits of dumpsters to establish a standard yardage quantity per collection for that given quarter. Those audits will be measured; documented and available for inspection. Quarterly audits will adjust the standard yardage as per seasonal variation in solid waste volumes.

d) Paragraph 14.1.7. – Bag Drop-off Service:

Any residential unit may opt out of the curbside pickup service in exchange for using a bag drop-off service at the Contractor's supervised site. User will be provided instructions by Contractor. The rate will be \$6 per bag and the Village limit of service will be \$246 per residence (41 bags).

e) Paragraphs 4 (Service), 7 (Standard Containers) and 25 (Collection Services):

All references to residential weekly 60 gallon containers for bagged waste and weekly alternating 30 gallon containers for recyclables are superseded by provision for weekly 30 or 60 gallon containers (residential customer choice) for bagged waste and weekly 60 gallon containers for Single-Stream (complying plastic, glass, metal, paper) recyclables. Going Garbage will be responsible for proper signage and lids for containers to facilitate ease of proper identification and compliance with solid waste and recycling requirements.

f) Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms and conditions. If there is a conflict between this Amendment and the Agreement or any earlier document, the terms of this Amendment will prevail.

For the Village of Sister Bay:

Mr. David W. Lienau, Village President Date

Ms. Christy Sully, Village Clerk/Treasurer Date

For Going Garbage and Recycling, Inc.:

Mr. Jeffery L. Johnson, President Date

Solid Waste and Recycling Contract 2017 – 2019
Village of Sister Bay and Going Garbage and Recycling, Inc.

Attachment 1

Service	2012	2013	2014	2015	2016	2017	2018	2019
Residential combined curbside solid waste and recyclable - per pickup:	\$4.13	\$4.13	\$4.15	\$4.18	\$4.18	\$4.19	TBD	TBD
Commercial solid waste per one (1) yard pickup:	\$5.20	\$5.20	\$5.23	\$5.27	\$5.27	\$5.29	TBD	TBD
Multi-Family/residential condo/apartment solid waste per one (1) yard pickup:	\$5.20	5.20	5.23	5.27	5.27	\$5.29	TBD	TBD
Multi-Family/residential condo/apartment recycling per one (1) yard pickup:	\$3.66	\$3.66	\$3.68	\$3.71	\$3.71	\$3.71	TBD	TBD
Roll-Off per Ton:	\$77.29	\$77.29	\$77.29	\$77.29	\$77.29	\$77.52	TBD	TBD

Additional Conditions:

- 1) Fuel Surcharge Formula: For each \$0.10 per gallon of diesel fuel cost above \$3.80, a one (1) percent increase will be added to the rates above. Example: \$3.90 = 1.0%. Fuel surcharge will be adjusted monthly.
 At any time that the fuel surcharge exceeds 3.0% from the base of \$3.80, the Village reserves the right to renegotiate the rates.

- 2) Rates charged to customers for waste in excess of the volume paid for by the village shall not exceed the rates charged to the Village.
 The Contractor shall not charge any container placement, rental or other fees for yard size containers beyond the rates listed above.

- 3) The annual increase for the years 2017 – 2019 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 Bureau of Labor Statistics (BLS) Consumer Price Index (CPI) – All Urban Consumers-Midwest Region (CUUR0200SA0) for the twelve (12) month period ending August of each year.

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 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.

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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 14.1.1. Single family, duplex, three-plex, and owner occupied multi-dwelling residential
2 collections once each week, for waste and recyclables per calendar schedule at
3 the curbside. See attachment #1.
- 4 Waste or recyclables in excess of in excess of container capacity will not be
5 picked up without special haul request. Any special haul request shall be billed
6 directly to property owner by Contractor. It is understood that the Village will be
7 billed only for actual residences served each month, and an annualized estimate
8 based on periodic observation of cubic yards of waste collected from
9 commercial containers, to allow for seasonal fluctuations of population and
10 waste volume. Each invoice shall include a sworn statement of the Contractor
11 stating the number of residences served and the total cubic yards of waste
12 collected from containerized commercial sites.
- 13 14.1.2. Containerized commercial accounts. See attachment #1.
- 14 14.1.3. Per ton bulk pickup. See attachment #1.
- 15 14.1.4. Non-Standard Location or Position: Properties either residential or commercial
16 in nature, located to be inaccessible by automated collection equipment shall
17 be subject to rates negotiated between the Contractor and the building owner
18 and/or tenants and said payments are to be made by owner.
- 19 14.1.5. Special Haul Service: For items requiring special hauling due to size, weight,
20 type of materials, non-standard container placement or position, or any non-
21 standard service request, the charges are to be negotiated between Contractor
22 and generator prior to collection.
- 23 14.1.6. Government Fees: In the event any new or additional local, state or federal
24 rules, ordinances or regulations applicable to Going Garbage & Recycling Inc.'s
25 operations or the services provided hereunder are implemented, Going Garbage
26 & Recycling Inc. may, submit a request for a rate or contract change. The
27 Board's review and approval shall not be unreasonably withheld.
- 28 14.1.7. Bag Drop-off Service: Any residential unit may opt out of the curbside pickup
29 service in exchange for using a bag drop-off service at the Contractor's
30 supervised site. User will be provided instructions by Contractor. The rate will
31 be \$5 per bag and the Village limit of service will be \$205 per residence.
- 32 14.1.8. Fuel Surcharge Formula: For each \$0.10 per gallon fuel cost above \$3.80, a one
33 (1) percent increase will be reflected in the rates. This will be an average of local
34 fuel vendors and will be applied month by month as needed. The rates will be
35 determined based upon pricing in the Sister Bay and Fish Creek area. In order
36 for the vendor to apply a fuel surcharge, the vendor agrees to purchase the
37 majority of its fuel in the Sister Bay and Fish Creek area. Anytime the fuel
38 surcharge exceeds 3.0% based on the \$3.80 base price, the Village reserves the
39 right to renegotiate the rates.
- 40 14.2. Charges and rates for services not required to be performed under this Contract shall not be
41 the responsibility of the Village.
- 42
- 43 15. **Location:** Containers placed at non-standard locations or non-standard positions shall not be
44 collected unless a separate charge is determined.
- 45
- 46 16. **Failure to Deposit in Containers:** Waste found along side of containers will be taken only upon
47 special haul request and billed to the customer. Waste or recyclables on top of or around

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.

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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.
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50

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

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4
5 "Village"
6 Village of Sister Bay

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

11
12 Attest:

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

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20 "Contractor"
21 Going Garbage & Recycling INC.

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

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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.: 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

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0700 PURPOSE AND INTENT

SEC. 66.0701 DESIGN GUIDELINES

SECTION 700 - SIGNS

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

2 Sec. 66.0700 Purpose and Intent

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

4 (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 aesthetic materials nature of signs is deemed to be an important public purpose. ~~It is recognized that while personal preference may be expressed in selecting the size, shape, colors, type style, placement, method of mounting and other components in the design of signs, the Plan Commission is responsible for assuring that only aesthetically pleasing and functionally purposeful signs are displayed in the Village. Therefore, although a proposed sign may meet the basic requirements of this chapter, the ultimate decision concerning its final appearance shall rest with the Plan Commission.~~

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

- 6 (1) Compatible with the Zoning District regulations.
- 7 (2) Compatible with the approved Architectural Design Manual and other approved guides and manuals.
- 8 (3) Designed, constructed, installed and maintained in such a manner that they do not endanger public safety or traffic safety.
- 9 (4) Legible, readable, visible and well designed for the circumstances in which they are used.

10 ~~(5) Respectful of the reasonable rights of other advertisers.~~

53 ~~(4)(5)~~ Not covering any major architectural detail.

54 Sec. 66.0701 Design Guidelines

55 (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.~~

56 (a)(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 business to the passing pedestrian or motorist. The design guidelines shall be used as an important part of sign review and approval.

57 (b)(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.

58 (c)(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.

59 (d)(e) To achieve the objective of ~~these is Chapter, the~~ guidelines for sign details include the following:

- 60 (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.

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VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0711 COMMERCIALSHOPPING CENTER SIGNAGE WITH PERMIT

SEC. 66.0711 COMMERCIALSHOPPING CENTER SIGNAGE WITH PERMIT

Table with 4 columns: Area, 0.478, 0.527, 0.573. Rows include 160, 165, 170, 175, 180, 185, 190, 195, 200, and Over 200.

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- (c) Window Signs Advertising. All businesses are allowed window signs advertising, which may be placed only on the inside of buildings and shall not exceed 25 percent of the glass area of the windows fronting on a public street. The advertising shall not include the store or business name. Window signs with advertising as specified above shall not require a permit.
(d) Awning Signage. All businesses are allowed signage on awnings subject to permit. Awning signage may include logos, business names, symbols and wording placed only on the flap. Awning/canopy covering pedestrian or vehicle access areas signs shall provide no less than eight feet vertical clearance between the bottom of the sign and the ground, (finished surface), directly beneath the awning/canopy. Signage on awnings shall not count towards total signage.
(e) Directory Signage at the Entrance of Tenant Spaces. One entrance directory sign placed at the entrance of the space for each separate tenant space in multi-tenant buildings may be placed on the building and each directory sign shall not exceed two square feet per side. In lieu of one entrance directory sign for each separate tenant space, a single wall sign may be permitted. The area of the wall sign shall be no larger than the cumulative amount of the permitted separate entrance directory signs. The in lieu of sign shall be in addition to the sign areas allowed in (b) above and shall conform to all of the requirements of this section.
(f) Certain Sandwich Board Signs. See Section 66.0713.
(g) Permitted Types of Signs. A business may divide the total permitted signage into any combination of the four

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- types listed below, not to exceed the total permitted area limits set forth in (b) above.
(1) Wall signs placed flat against the exterior walls of a building shall not extend above the roofline. Wall signs shall not extend beyond the ends of the wall to which they are attached.
(2) Projecting signs fastened to, suspended from or supported by structures, shall not extend more than six feet into the required yard area, shall not extend into any public right-of-way, shall not extend over any driveway and, shall be at least ten feet from all side lot lines. The projecting sign shall not be located at a point higher than 75% of the wall measured from the top of the foundation where it is located.
(3) Ground signs shall not exceed eight feet in height. Ground signs shall be located at least ten feet from any street right-of-way and at least ten feet away from any side or rear lot line except as specified in (a) below. Ground signs shall comply with the traffic visibility requirements set forth in section 66.0401 [See page 81]. All ground signs shall include landscaping at the base of the sign.
a. In the B-3 Downtown Business District ground signs may be located no closer than ten feet from the face of the curb, if the existing building and/or terrain is not suitable for the setback as specified above.
b. All parcels shall be limited to one ground sign, regardless of the number of businesses, buildings on the site or the number of street frontages abutting the property.
(4) Vending machines. Only vending machines without internal illumination are permitted in all business districts.

Comment [CJ1]: This is regulating placement so OK.

Sec. 66.0711 Commercial Shopping Center Signage with Permit
A commercial shopping center is defined as a multi-tenant, multi-building commercial and retail development under common ownership or management that exceeds two acres in size and locat-

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0712 BUSINESS OFF-PREMISE SIGNAGE WITH PERMIT

SEC. 66.0712 BUSINESS OFF-PREMISE SIGNAGE WITH PERMIT

1 ed in the B-1 zoning district. The shopping center
2 may be permitted the following signage in addition
3 to the approved building signage as specified
4 in Section 66.0710.

5 ~~(a) On Premise Master Identification Signage.~~
6 ~~(a) Signs used for Commercial Centers shall~~
7 ~~be allowed as follows:~~

8 ~~(1) Two (2) marque ground signs~~
9 ~~may be provided. Two (2) marque~~
10 ~~ground signs may be permitted~~
11 ~~along the State Highway abutting~~
12 ~~a commercial center.~~

13 ~~(1) The marque signs shall not ex-~~
14 ~~ceed 72 square feet per side in to-~~
15 ~~tal area and not exceed 122 feet in~~
16 ~~height. The location shall be ap-~~
17 ~~proved by the Plan Commission~~
18 ~~prior to the issuance of a sign~~
19 ~~permit.~~

20 ~~Two master identification marque ground~~
21 ~~sign may be provided which displays the~~
22 ~~name of the shopping center, and may also~~
23 ~~include information such as, but limited to:~~
24 ~~names or lists of individual stores and the~~
25 ~~hours of operation. Two marque master~~
26 ~~identification signs may be permitted along~~
27 ~~the State highway abutting a shopping cen-~~
28 ~~ter. The marque master identification signs~~
29 ~~shall not exceed 72 square feet per side in~~
30 ~~total area, and not exceed 12 feet in~~
31 ~~height. The location shall be approved by~~
32 ~~the Plan Commission prior to the issuance~~
33 ~~of a Sign Permit.~~

34 (b) ~~Business or Tenant Signage.~~
35 Signage specified in Section 66.0710(g)(1)
36 and (2) may be provided for each individu-
37 al tenant business in a ~~commercial shop-~~
38 ~~ping center. In a multi-tenant building,~~
39 ~~each business shall be permitted signage~~
40 ~~up to twelve (12) square feet per side. In a~~
41 ~~single tenant building the business shall be~~
42 ~~permitted signage up to sixteen (16)~~
43 ~~square feet per side on the interior of the~~
44 ~~shopping center~~

45 (c) ~~Additional On Premise Identification Sign-~~
46 ~~age~~
47 One additional ~~identification~~ ground sign
48 on the ~~shopping commercial~~ center prop-
49 erty may be permitted ~~which displays the~~
50 ~~name of the shopping center~~ subject to the
51 following restrictions:

52 (1) The maximum size of the sign shall
53 not exceed 36 square feet per side.

(2) The location shall be approved by
the Plan Commission prior to the is-
suanace of a Sign Permit. (Amended
Ordinance 193-050312)

58 Sec. 66.0712 ~~Business~~ Off-Premise Signage 59 with Permit

60 This section shall only apply to businesses not lo-
61 cated on a State highway. Off-premise directional
62 signs shall only be allowed for businesses located
63 within the Village limits. All off-premise signs
64 shall require a sign permit and shall be restricted
65 to the following uses:

66 ~~Off-premise directional wayfinding signs~~
67 ~~on Highway 42 or 57.~~

68 (a) ~~(1) Traffic control devices on private~~
69 ~~or public property must be erected~~
70 ~~and maintained to comply with the~~
71 ~~Manual on Uniform Traffic Con-~~
72 ~~trol Devices adopted in this state~~
73 ~~and if not adopted by this state~~
74 ~~with the Manual on Uniform Traf-~~
75 ~~fic Control Devices adopted by the~~
76 ~~Federal Highway Administration.~~

77 ~~(2) Off-premise directional signs on~~
78 ~~State Highways 42 and 57 indicat-~~
79 ~~ing the direction to a business not~~
80 ~~located on either state highway re-~~
81 ~~quire a permit.~~

82 ~~(3) The basis of approval shall be as fol-~~
83 ~~lows:~~

84 a. ~~It is proven essential to have~~
85 ~~a sign to direct the traveling~~
86 ~~public to the correct highway~~
87 ~~turnoff in the desired location~~
88 ~~(2).~~

89 b. a. ~~The sign must be located~~
90 ~~within 300 feet of the inter-~~
91 ~~section where the turn must~~
92 ~~be made. Plan Commission~~
93 ~~shall approve of sign loca-~~
94 ~~tions.~~

95 c. b. ~~There shall be only one (non~~
96 ~~billboard?) directional sign~~
97 ~~on the highway for each~~
98 ~~such business entity request-~~
99 ~~ing such signage~~

100 ~~(4) Off-premise sign standards:~~

101 a. All such ~~directional~~ signs
102 shall be attached to the Vil-
103 lage-owned common posting
104 standard ~~and shall not ex-~~
105 ~~ceed two square feet in area~~
106 ~~per side. The Village shall es-~~
107

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VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0713 SANDWICH BOARD SIGNAGE WITH PERMIT

SEC. 66.0713 SANDWICH BOARD SIGNAGE WITH PERMIT

1 ~~establish the color and font for~~ 55
 2 ~~the directional sign.~~ 56
 3 (b) ~~Off-premise directional signs not located~~ 57
 4 ~~on a state highway.~~ 58
 5 (1) ~~Off-premise directional signs on Vil-~~ 59
 6 ~~lage streets indicating the direction~~ 60
 7 ~~to a business require a permit.~~ 61
 8 (2) ~~The basis of approval shall be as fol-~~ 62
 9 ~~lows:~~ 63
 10 a. ~~It is proven essential to have~~ 64
 11 ~~a sign in the desired area to~~ 65
 12 ~~direct the traveling public to~~ 66
 13 ~~the correct highway turnoff.~~ 67
 14 b.a. ~~The sign must be located~~ 68
 15 ~~within 300 feet of the inter-~~ 69
 16 ~~section where the turn must~~ 70
 17 ~~be made. Plan Commission~~ 71
 18 ~~shall approve of the location~~ 72
 19 ~~of the sign.~~ 73
 20 c.b. ~~There shall be only one di-~~ 74
 21 ~~rectional sign for each such~~ 75
 22 ~~business requesting entity on~~ 76
 23 ~~Village streets.~~ 77
 24 (3) ~~Off-premise sign standards:~~ 78
 25 a. ~~All such directional signs~~ 79
 26 ~~shall be attached to the Vil-~~ 80
 27 ~~lage-owned common posting~~ 81
 28 ~~standard and shall not ex-~~ 82
 29 ~~ceed two square feet in area~~ 83
 30 ~~per side. The Village shall es-~~ 84
 31 ~~tablish the color and font for~~ 85
 32 ~~the directional sign.~~ 86
 33 (c) ~~Other Off-premise signs.~~ 87
 34 ~~The purpose of this section is to allow Vil-~~ 88
 35 ~~lage businesses/entities to place business~~ 89
 36 ~~signs off their property subject to the fol-~~ 90
 37 ~~lowing conditions:~~ 91
 38 (1) ~~The applicant is not able to obtain a~~ 92
 39 ~~sign permit under subsection (a) or~~ 93
 40 ~~(b) above.~~ 94
 41 (2) ~~The sign shall comply with WisDOT~~ 95
 42 ~~Trans 201 Scenic Byways regula-~~ 96
 43 ~~tions.~~ 97
 44 (3) ~~The applicant shall provide written~~ 98
 45 ~~documentation from the landowner~~ 99
 46 ~~demonstrating permission for the~~ 100
 47 ~~location of the off-premise sign.~~ 101
 48 (4) ~~The overall shape, size, height, mate-~~ 102
 49 ~~rial, color and setback must have~~ 103
 50 ~~the approval of the Plan Commis-~~ 104
 51 ~~sion. Plan~~ 105
 52 (5) ~~A conditional use permit shall be~~ 106
 53 ~~required for signs over 12 square~~ 107
 54 ~~feet in size. Signs smaller than 12~~ 108
 109
 110
 111

~~square feet shall only require ap-~~
~~proval of the Plan Commission.~~
 (5)(b) ~~The exact location of the sign shall~~
~~be approved by the Plan Commis-~~
~~sion.~~
 (6) ~~The overall size, shape, height, ma-~~
~~terial, color and setback must have~~
~~the approval of the Plan Commis-~~
~~sion.~~
 (7) ~~Off-premise signs are not permitted~~
~~in R-1, R-2, R-3 or R-4 districts.~~
Sec. 66.0713 Sandwich Board Signage with
Permit
 Sandwich board signs are permitted subject to the
 following conditions:
 (a) ~~Retail businesses and restaurants~~ Entities
 may use sandwich board signs on their
 property in front of their ~~businesses proper-~~
~~ties for advertising purposes~~ in the B-1, B-
 2, B-3, I-1 and P-1 districts as permitted
 provided that the sandwich board signs
 will not be located on any sidewalk or
 bikeway if one is present or in any public
 right-of-way.
 (b) Sandwich board sign impact on total per-
 mitted signage.
 (1) A sandwich board where the mes-
 sages and content change on a
 weekly basis, ~~noticing a special~~
~~event or other activity that is of a~~
~~short duration~~ shall not count to-
 wards the total signage allowed un-
 der Section 77.0710. ~~Any sign~~
~~wording that duplicates other per-~~
~~mitted or allowed signage on a~~
~~property other than the business~~
~~name is not permitted.~~
 (2) A sandwich board where the word-
 ing or image is unchanging shall
 count towards the total signage al-
 lowed under Section 77.0710. ~~Any~~
~~sign wording that duplicates other~~
~~permitted or allowed signage on a~~
~~property other than the business~~
~~name is not permitted.~~ Any sand-
 wich board permitted under this
 subsection shall also comply with
 (c)—(g) below.
 (c) The sandwich board sign must be located
 in front of the ~~business or restaurant proper-~~
~~ty~~ and cannot be located closer than ten
 feet to an adjacent property or driveway,
 and will not cause a hazard to traffic or ad-
 joining properties. These signs shall require
 a permit and shall not exceed six (6) square
 feet.

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0720 ON-PREMISE SIGNS WITHOUT PERMIT

SEC. 66.0720 ON-PREMISE SIGNS WITHOUT PERMIT

1 feet in area on one side or 12 square feet
 2 on all sides. ~~No more than 25% percent of~~
 3 ~~the area on each side of the sign may be~~
 4 ~~used for name of the business.~~
 5 (d) The sandwich board sign must be removed
 6 from its display location whenever the
 7 ~~business permit holder~~ is not open ~~to the~~
 8 ~~public.~~ Festivals, non-profits, organizations
 9 and businesses under contract with the Vil-
 10 lage may use sandwich board signs on Vil-
 11 lage owned property or other property ~~for~~
 12 ~~advertising purposes~~ in any district as per-
 13 mitted provided that the sandwich board
 14 signs will not be located on any sidewalk
 15 or bikeway if one is present or in any pub-
 16 lic right-of-way.
 17 (e) The Plan Commission shall establish a
 18 Sandwich Board Design, Guide which will
 19 reflect various preferred designs and col-
 20 ors. The Guide shall be updated periodi-
 21 cally.
 22 ~~(f) All existing sandwich board signs are con-~~
 23 ~~sidered temporary and are no longer per-~~
 24 ~~mitted after May 1, 2011.~~
 25 ~~(g)(i) After May 1, 2011, the cost for a temporary~~
 26 ~~sandwich board sign permit shall be~~
 27 ~~\$20.00 except for existing sandwich board~~
 28 ~~permit holders.~~
 29 **Sec. 66.0720 On-Premise Signs without Per-**
 30 **mit**
 31 Except as prohibited in section 66.0770 of this
 32 chapter, the following signs are permitted in all
 33 zoning districts without a permit, subject to the
 34 following regulations:
 35 (a) ~~Real estate signs~~ **Temporary Signs.**
 36 ~~One temporary sign may be located on the~~
 37 ~~owner's property when that property is~~
 38 ~~being offered for sale through a licensed~~
 39 ~~real estate agent; if not offered for sale~~
 40 ~~through a real estate agent, when that~~
 41 ~~property is offered for sale through adver-~~
 42 ~~tising in a local newspaper of general cir-~~
 43 ~~culation. These signs are nReal estate~~
 44 ~~signs, not to exceed six square feet in area~~
 45 ~~on one side and 12 square feet in area on~~
 46 ~~all sides. Temporary real estate These signs~~
 47 ~~shall be located no closer than ten feet to~~
 48 ~~any street right-of-way, nor closer than ten~~
 49 ~~feet to a side or rear lot line. Temporary~~
 50 ~~signs shall be displayed for no longer than~~
 51 ~~30 days, and shall be permitted no more~~
 52 ~~than 6 times per year.~~
 53 **(a)(1) Construction Area Signage.**
 54 ~~Temporary signs on a property dur-~~
 55 ~~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) ~~Temporary Election signs.~~
 (c) ~~One temporary sign per may be~~
~~located on the owner's property for a peri-~~
~~od of thirty (30) days prior to an election~~
~~involving candidates for a federal, state or~~
~~local office that represents the district in~~
~~which the property is located. Election~~
~~campaign signs provided, that permission~~
~~shall be obtained from the property owner,~~
~~renter or lessee; and provided that such~~
~~sign shall not be erected prior to the first~~
~~day of the "election campaign period" as~~
~~defined in Section 512.04 of the Wisconsin~~
~~Statutes, and shall be removed within sev-~~
~~en (7) days following the election. No~~
~~campaign temporary signs shall be~~
~~erected in a street right-of-way or on any~~
~~utility poles for a period of thirty (30) days~~
~~prior to an election and seven (7) days fol-~~
~~lowing an election. Campaign Temporary~~
~~signs shall not be located within a vision~~
~~clearance triangle, and shall not exceed 24~~
~~square feet in area on one side and 48~~
~~square feet in area on all sides.~~
 (d) ~~Rummage sale Temporary signs.~~
 (e) ~~One temporary sign may be~~
~~located on the owner's property on a day~~
~~when the property owner is opening the~~
~~property to the public. Rummage sale and~~
~~garage sale signs provided that no such~~
~~signs shall be erected or placed within a~~
~~public right-of-way and further provided~~
~~that such signs are removed within 12~~
~~hours following the sale.~~
 (f)(b) **Bulletin boards.**
~~Bulletin boards are for public, charitable or~~
~~religious institutions not to exceed four~~
~~square feet in area on one side located on~~
~~the building.~~
 (f)(c) **Memorial signs Cut Into Buildings.**
~~Memorial signs and tablets~~
~~, names of buildings, and date of erection~~
~~when cut into any masonry surface or,~~
~~when constructed of metal and affixed flat,~~
~~against a structure will count towards total~~

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VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0721 ON/OFF-PREMISE SIGNS WITHOUT PERMIT

SEC. 66.0721 ON/OFF-PREMISE SIGNS WITHOUT PERMIT

allowable signage, and be reviewed by the Plan Commission as an Architectural Feature and approved or denied based on total allowable signage.

(h) Official signs. Official signs, such as traffic control, parking restrictions, Village welcome signs and related entrance signs, and public notices when approved by the Zoning Administrator.

(d) Illuminated Open Signs.

(e) When fluorescent tubes are used for the interior illumination of a sign, such illumination shall not exceed: A single internally illuminated sign with the specific word "OPEN" not exceeding two square feet.

(f) Lot Directional signs. On-premise directional signs such as "ENTER," "EXIT," and "DO NOT ENTER" 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 Customer parking signs shall be mounted no less than four feet from the ground and shall not exceed 24 inches high by 30 inches wide. The lower one-third of the sign shall be lettered with the words "Customer Parking" and may include a directional arrow below. The upper two-thirds of the sign may be used for the business name or logo, but no other advertising message.

Flags.

(h) One A flag that has been adopted by the federal government, this State or the local government may be displayed as provided under the law that adopts or regulates its use decorative flag, seasonal flag or flag containing words no larger than 15 square feet per side shall be permitted on a lot. No flagpole shall exceed 35 feet in height. There shall be no limit on the number or size of country, national, state, local or government-affiliated flags displayed on a lot. Property owners shall be permitted up to three flags of no more than 15 square feet each.

(i) Signs on external restaurant walls Restaurant Menu Boards. One sign on an menu board external restaurant wall is allowed per restaurant com-

mercially zoned unit. The maximum allowable size for such sign a menu board is four square feet. If it is over four square feet in size the sign menu board's area shall be included in the total signage calculation. All sign menu boards must be mounted on the building and match the design of the building and/or any signage displayed on that building. Erasable blackboards or glass-enclosed cases are acceptable.

(j) Temporary construction signs. Temporary construction signs such as a sign identifying a contractor, designer, or equipment provider on a property during a period of construction may be placed on a construction site without a permit, provided that there shall be no more than one such construction 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 construction sign shall be removed within 72 hours following the issuance of an occupancy permit. Temporary signs issued as part of a development agreement shall be removed as specified in that agreement.

Sec. 66.0721 On/Off-Premise Signs without Permit

(a) Temporary Seasonal signs Designated Events.

(b) During the 10 day 26-day period leading up to a designated festival or event (including the day/days of the event) by the Village Parks Committee December 15 to January 10, July 4, and (insert any other dates), a property owner may be allowed Seasonal signs advertising the sale of seasonal products, including Christmas trees and pumpkins, provided that:

- (1) Only one additional sign per business site will be allowed lot.
- (2) The sign shall be set back a minimum of 10 feet from all lot lines.
- (3) The sign area shall not exceed 24 square feet.
- (4) The sign shall not exceed six feet in height.
- (5) The sign shall not be posted for more than 30 consecutive days in any calendar year.

(l) Special Event and Fund Raising Temporary Signs. Other Events sign.

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VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0722 OTHER ON/OFF-PREMISE SIGNS WITH PERMIT

SEC. 66.0730 RESIDENTIAL DISTRICTS SIGNAGE WITH PERMIT

1 The temporary use of banners, balloons, 56
 2 inflatable signs, streamers, pennants, and 57
 3 other similar signage ~~used for special~~ 58
 4 ~~event, fund raising and other advertising~~ 59
 5 ~~purposes~~ in any district may be allowed 60
 6 provided that the ~~advertising~~ media will 61
 7 not be located on any sidewalk or bikeway 62
 8 if one is present or in any public right-of- 63
 9 way. ~~Special events or other advertising for~~ 64
 10 ~~businesses shall be covered under Section~~ 65
 11 ~~66.0722(a) below.~~ The signs cannot be 66
 12 erected more than 14 days before the event 67
 13 and must be removed within 2 days after 68
 14 the event. The property owner must grant 69
 15 permission in writing for the placement of 70
 16 the sign/media. The sign/media, will not be 71
 17 located closer than ten feet to an adjacent 72
 18 property; driveway, and will not cause a 73
 19 hazard to traffic or adjoining properties. 74
 20 These sign/media shall not require a permit 75
 21 and shall not exceed 24 square feet in area 76
 22 on one side or 48 square feet on all sides. 77
 23 ~~(c) Failure to Comply with Standards.~~ 78
 24 Any ~~group, business or~~ entity utilizing (a) 79
 25 or (b) above that fails to follow the stand- 80
 26 ards shall be notified in writing that all fu- 81
 27 ture seasonal, special event and fund rais- 82
 28 ing signage shall require a regular sign 83
 29 permit ~~and shall be issued a fine in the~~
 30 ~~amount of \$50.00 at the discretion of the~~
 31 ~~Village Administrator.~~
 32 **Sec. 66.0722 Other On/Off-Premise Signs**
 33 **with Permit**
 34 (a) ~~Tempoaray Signage- Long Duration Events~~
 35 ~~Special Event and Fund Raising Signage.~~
 36 The temporary use of banners, balloons, 88
 37 inflatable signs, streamers, pennants, and 89
 38 other similar signage ~~used for special event~~ 90
 39 ~~or fund raising and other advertising pur-~~ 91
 40 ~~poses~~ in any district may be permitted pro- 92
 41 vided that ~~the advertising~~ media will not be 93
 42 located on any sidewalk or bikeway if one 94
 43 is present or in any public right-of-way. 95
 44 The signs cannot be erected more than 45 96
 45 days in a calendar year and must be re- 97
 46 moved within 2 days after the event. The 98
 47 property owner must grant permission in 99
 48 writing for the placement of the 100
 49 sign/media. The sign/media, will not be 101
 50 located closer than ten feet to an adjacent 102
 51 property; driveway, and will not cause a 103
 52 hazard to traffic or adjoining properties. 104
 53 These sign/media shall require a permit 105
 54 and shall not exceed 24 square feet in area 106
 55 on one side or 48 square feet on all sides. 107
 108
 109

~~1. Provisions of this section (a) shall be allowed for an unlimited number of days during the Bayshore Drive Reconstruction Project. Subsection (1) shall automatically expire on May 25, 2016 or the completion of the Bayshore Drive Project as determined by the Village Administrator; whichever occurs first.~~
 (b) ~~Time and Temperature signs:~~
 Time and Temperature signs require a permit but may be erected as wall signs, projecting signs, monument signs, or free-standing signs, provided that they meet the requirements for each of those sign types. The area of the time and temperature sign shall be included in the total permitted signage.
 (c)(b) ~~Changeable copy signs.~~
 Changeable copy signs, fixed or moveable, may be permitted ~~for theaters, churches and schools.~~ If approved by the Plan Commission, ~~gas station~~ price signs will be considered permitted addition signage.

79 **Sec. 66.0730 Residential Districts Signage**
 80 **with Permit**

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

- 84 (a) ~~Signs: Residential development signs.~~
 85 ~~Single family, two family and multifamily~~
 86 ~~residential development signs; Signs author-~~
 87 ~~ized on a property are~~ not to exceed six
 88 feet in height and 24 square feet in area on
 89 one side and 48 square feet in area on all
 90 sides, placed at the entrance to a subdivi-
 91 sion or development. The sign shall be lo-
 92 cated no closer than ten feet to any street
 93 right-of-way, nor closer than ten feet to any
 94 side or rear lot line.
- 95 (b) ~~Temporary development signs.~~
 96 Temporary ~~development~~ signs for the pur-
 97 pose of designating a new building or de-
 98 velopment, ~~or for promotion of a subdivi-~~
 99 ~~sion~~ may be permitted for a limited period
 100 of time provided that the sign shall not ex-
 101 ceed ~~1824~~ square feet in area on one side
 102 and ~~36-48~~ square feet in area on all sides
 103 and shall be located not closer than ten
 104 feet from any street right-of-way, nor closer
 105 than ten feet to any side or rear lot line.
 106 ~~The Developer may use such signage. The~~
 107 ~~Plan Commission shall specify the period~~
 108 ~~of time the sign may remain based on the~~
 109 ~~size of the development allowing a reason-~~

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0731 COUNTRYSIDE DISTRICT SIGNAGE WITH PERMIT

SEC. 66.0750 SIGN PERMIT

1| ~~able time~~ to market the development provided that the sign shall not be in place for more than 60 days of the issuance of an occupancy permit. Projects covered by a development agreement ~~shall may~~ specify the date for the removal of the sign.

2|

3|

4|

5|

6|

7| ~~(c) Home occupations signs: Home occupation, cottage rental and professional home office signs not to exceed three square feet in area. The signs shall be set back at least six feet from the nearest property line and shall not be over five feet above the ground. No more than one such sign for each use located on the premises shall be permitted.~~

8|

9|

10|

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12|

13|

14|

15|

16| ~~(d) Other signs: Signs over show windows or doors or a non-conforming business establishment announcing without display or elaboration only the names and occupation of the proprietor and not to exceed eight square feet in area.~~

17|

18|

19|

20|

21|

22|

23 Sec. 66.0731 Countryside District Signage with Permit

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

- 27 (a) All signs permitted in the residential districts.
- 28
- 29 (b) On-premise signs ~~advertising a public or semipublic use or a legal non-conforming business establishment~~, which do not exceed 24 square feet in area. There shall be no more than one such sign for each highway upon which the property faces. If attached to the building, such signs shall be no higher than the roofline. If located on the ground, such signs shall not be higher than eight feet above the ground.
- 30
- 31
- 32
- 33
- 34
- 35
- 36
- 37
- 38
- 39 (c) Ground signs ~~advertising the sale of farm products produced on the premises~~, which do not exceed 24 square feet in area on one side or 48 square feet on all sides.
- 40
- 41
- 42

43 Sec. 66.0732 Institutional and Park Districts Signage with Permit

44 The following signs are permitted in the Institutional and Park districts and are subject to the following regulation:

- 48 (a) Private and public institutional ~~and park name signs~~ when approved by the Plan Commission.
- 49
- 50
- 51 (b) Signs ~~containing advertising for placement~~ on publicly owned land shall meet the following criteria:
- 52
- 53

- 54 (1) Such signs shall be securely fastened, constructed and continuously maintained in such a manner as to prevent damage from the natural elements.
- 55
- 56
- 57
- 58
- 59 (2) Such signs shall be located in such a manner to minimize visual impacts to areas located outside of the park facilities.
- 60
- 61
- 62
- 63 (3) Such signs shall be permitted for the sole purpose of generating funds for Village authorized programs and facilities. In all cases, the overall aesthetics of the park and the surrounding area shall be significant consideration in the placement and design of the signs.
- 64
- 65
- 66
- 67
- 68
- 69 (4) An agreement between the Village and the sign sponsor shall be executed specifying annual fees and a maintenance schedule.
- 70
- 71
- 72
- 73
- 74 (5) Such signs shall be permitted subject to Plan Commission discretion.
- 75
- 76

77 Sec. 66.0750 Sign Permit

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

- 80
- 81
- 82 (a) Name, address and telephone number of the applicant. Location of building, structure, or lot to which or upon which the sign is to be attached or erected.
- 83
- 84
- 85 (b) Name of person, firm, corporation, or association erecting the sign.
- 86
- 87
- 88 (c) In cases where more than one business occupies a single building, the assignment of on-building sign area to the various businesses shall be at the discretion of the property owner. This allocation shall be specified in the Sign Application.
- 89
- 90
- 91
- 92 (d) Written consent of the owner or lessee of the building, structure, or land to which or upon which the sign is to be affixed.
- 93
- 94
- 95 (e) A scale drawing of such sign indicating the dimensions, the materials to be used, the colors on the sign, the type of illumination, if any, and the method of construction and attachment. The drawing shall be drawn at a scale no smaller than one-eighth inch equals one foot and shall be prepared, signed and sealed by a registered professional engineer when required by the Zoning Administrator.
- 96
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- 103
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- 106

Comment [CJ3]: I deleted home occupations signage because it can be regulated under other business signage requirements- can put an acreage requirement on business signage if don't want signs that are too big at small places of business.

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0751 CONSTRUCTION STANDARDS

SEC. 66.0752 COLOR AND LIGHTING

1 (f) A scale drawing indicating the location 57
 2 and position of such sign in relation to 58
 3 nearby buildings or structures. The drawing 59
 4 shall be at a scale no smaller than one inch 60
 5 equals 50 feet. 61
 6 (g) Copies of any other permits required. 62
 7 (h) Signs requiring state approval shall provide 63
 8 a copy of such approval with the sign per- 64
 9 mit application. 65
 10 (i) Additional information may be required by 66
 11 the Zoning Administrator or Plan Commis- 67
 12 sion. 68
 13 (j) Sign permit applications shall be filed with 69
 14 the Zoning Administrator ~~after review and~~ 70
 15 ~~approval by the Plan Commission, if re-~~ 71
 16 ~~quired, who shall review the application~~ 72
 17 ~~for its completeness and accuracy and who~~ 73
 18 ~~may~~ approve or deny the application, in 74
 19 writing, within ~~15-20~~ working days after 75
 20 submittal. A sign permit shall become inva- 76
 21 lid, if work authorized under the permit 77
 22 has not been completed within six months 78
 23 of the date of issuance. 79
 24 (k) At the time of the filing of the application 80
 25 for a permit, the applicant shall furnish to 81
 26 the Zoning Administrator the fee for the 82
 27 permit in accordance with the current fee 83
 28 schedule set by the Village Board. 84
 29 ~~(l) The Commission may specify the size, col-~~ 85
 30 ~~or, shape, construction and location of the~~ 86
 31 ~~signs as conditions of the permit.~~ 87
 32 ~~(m)(1)~~ Waiver of some requirements. 88
 33 The Zoning Administrator may waive the 89
 34 requirements for certain plans, specifica- 90
 35 tion, data, or drawings when the applica- 91
 36 tion is to execute minor alterations or re- 92
 37 pairs to a sign, provided that the proposed 93
 38 construction, alteration, or repair is suffi- 94
 39 ciently described in the application for the 95
 40 permit. 96
 41 ~~(n)(1)~~ The sign permit fee shall be established 97
 42 annually by the Village. 98
 43 **Sec. 66.0751 Construction Standards** 99
 44 (a) Sign Materials. 100
 45 Signs should be constructed predominantly 101
 46 of natural materials, such as rough cedar, 102
 47 pine or other types of wood. Stained glass 103
 48 may also be used. Manufactured materials 104
 49 that give the appearance of natural materi- 105
 50 als are also permitted. Signs with relief are 106
 51 encouraged. Supporting members or bracs- 107
 52 es of all signs shall be constructed of ap- 108
 53 proved materials. 109
 54 (b) Covering Architectural Details. 110
 55 Signs shall not cover architectural details 111
 56 such as, but not limited to arches, sills,

moldings, cornices and transom windows.
 It may be required that existing signboards
 or sign bands be used for placement of
 signs.
 61 (c) Construction Standards.
 62 The applicant shall be responsible for ob-
 63 taining the necessary permits to comply
 64 with Village and State building, electric
 65 and WisDOT codes.
 66 (d) Protection of the public.
 67 The temporary occupancy of a sidewalk or
 68 street or other public property during con-
 69 struction, removal, repair, alteration or
 70 maintenance of a sign is permitted provid-
 71 ed the space occupied is roped off, fenced
 72 off or otherwise isolated. The Zoning Ad-
 73 ministrator shall be notified at least 24
 74 hours in advance of such proposed ob-
 75 struction. 76
 77 (e) Sign Location Affecting Egress
 78 No signs or any part thereof or sign an-
 79 chors, braces, or guide rods shall be at-
 80 tached, fastened, or anchored to any fire
 81 escape, fire ladder, or standpipe and no
 82 such sign or any part of any such sign or
 83 any anchor, brace or guide rod shall be
 84 erected, put up, or maintained so as to
 85 hinder or prevent ingress or egress through
 86 such door, doorway, or window or so as to
 87 hinder or prevent the raising or placing of
 88 ladders against such building by the Fire
 89 Department, as necessity may require.

90 **Sec. 66.0752 Color and Lighting**

91 (a) ~~The Plan Commission shall approve and~~
 92 ~~maintain appropriate sign colors. For all~~
 93 ~~signs, the Zoning Administrator shall main-~~
 94 ~~tain samples of the approved colors. Colors~~
 95 ~~that are of the Neon or Fluorescent families~~
 96 ~~may not be used as they do not promote~~
 97 ~~the historic preservation of the Village.~~
 98 (b) Signs shall not resemble, imitate or approx-
 99 imate the shape, size, form or color of traf-
 100 fic signs, signals or devices. Signs may be
 101 illuminated, but non-flashing.
 102 (c) Signs in residential districts shall not be il-
 103 luminated.
 104 (d) No sign shall be illuminated except as fol-
 105 lows:
 106 (1) Natural illumination or background
 107 illumination from street lighting or
 108 parking lot lighting.
 109 (2) Shielded spotlights designed to fo-
 110 cus the light only on the sign.

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0753 MEASURING SIGNS

SEC. 66.0754 MAINTENANCE OF SIGNS

1 (3) The maximum permitted illumina- 57
 2 tion on the face shall not exceed 58
 3 five foot-candles. 59
 4 (e) Searchlights may not be used in the Village 60
 5 without a permit. The Plan Commission 61
 6 may permit the temporary use of a search- 62
 7 light for advertising purposes in business 63
 8 districts, provided that the searchlight will 64
 9 not be located in any public right-of-way, 65
 10 will not be located closer than twenty feet 66
 11 to an adjacent property, and will not cause 67
 12 a hazard to traffic or adjoining properties. 68
 13 Searchlight permits shall not be granted for 69
 14 a period of more than five days in any six- 70
 15 month period. If, however, representatives 71
 16 of federal, state or local government agen- 72
 17 cies wish to operate a searchlight in the 73
 18 Village for official business, no permit will 74
 19 be required. 75

20 Sec. 66.0753 Measuring Signs

21 (a) Area of Sign. 76
 22 Measurement of sign area shall be calcu- 77
 23 lated as the sum of the area within the 78
 24 smallest regular rectangle that will encom- 79
 25 pass all elements of the actual sign face, 80
 26 including any writing, logos, representa- 81
 27 tions, emblems, or any figures or similar 82
 28 characters, together with any material 83
 29 forming an integral part of the display or 84
 30 forming the backing surface or background 85
 31 on which the message or symbols are dis- 86
 32 played. 87
 33 (b) Wall Sign. 88
 34 For a sign painted on or applied to a build- 89
 35 ing or to a freestanding wall, the area shall 90
 36 be considered to include all lettering, 91
 37 wording, and accompanying designs or 92
 38 symbols, together with any background of 93
 39 a different color than the natural color, or 94
 40 finish material of the building or architec- 95
 41 tural wall. The architectural wall shall be 96
 42 subject to Plan Commission approval of 97
 43 the site and landscaping plan. The main 98
 44 supporting sign structure (i.e., brackets, 99
 45 posts, foundation, etc.) shall not be includ- 100
 46 ed in the area measurement. 101
 47 (c) Letter Signs. 102
 48 The gross surface area of a skeleton letter 103
 49 wall sign consisting of individual letters 104
 50 and/or symbols shall be determined by 105
 51 calculating the horizontal length of the 106
 52 combined areas of the smallest rectangles, 107
 53 which encompass each word, letter, figure 108
 54 and emblem on the sign by the vertical 109
 55 height of the outside dimensions of the 110
 56 whole sign. 111
 112
 117

(d) Two-sided Sign.

When a sign has two or more faces, the area of all faces shall be included in determining the area, except that where two faces are placed back to back and the angle between the faces measures 45 degrees or less, the total sign area shall be computed by measuring the square footage of a single face. When the angle between sign faces measures greater than 45 degrees, the total sign area shall be computed by adding the square footage of each face.

(e) Sign height.

Maximum or minimum sign height shall be measured from the ground surface adjacent to the center of the bottom of the structure supporting the sign to the top of the sign surface being regulated.

(f) Length of Lineal Building Front Foot.

The length of the front wall of the building adjacent and parallel or closely parallel to any abutting street or public right-of-way. If the building is located on a corner lot then the side of the building used for addressing purposes shall be deemed the front of the building. If the front of the building is uneven then that portion of the building that is adjacent and parallel to the abutting street that is within 25 feet of the primary front wall shall be included in the total length of the lineal building front foot.

88 Sec. 66.0754 Maintenance of Signs

(a) Maintenance and repair.

Every sign, including, but not limited to those signs for which permits are required, shall be maintained in safe, presentable, and good structural condition at all times, including replacement of defective parts, painting (except when a weathered or natural surface is intended), repainting, cleaning, and other acts required for the maintenance of such sign.

(b) Compliance standards.

The Zoning Administrator shall require compliance with all standards of this section. If the sign is not modified to comply with the standards outlined in this section, the Zoning Administrator shall require its removal in accordance with subsection (d) of this section.

(c) Abandoned signs.

All signs or messages shall be removed by the owner or lessee of the premises upon which an on-premise sign is located when the business it advertises is no longer conducted or, for an off-premise sign, when

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0770 PROHIBITED SIGNS

SEC. 66.0770 PROHIBITED SIGNS

1 the lease payment and rental income are 56
 2 no longer provided, unless there is evi- 57
 3 dence that the owner or agent is market- 58
 4 ing the property for sale or lease. If the owner 59
 5 or lessee fails to remove the sign, the Zon- 60
 6 ing Administrator shall give the owner 30 61
 7 days written notice to remove such sign. 62
 8 Upon failure of the owner or lessee to 63
 9 comply with this notice, the Village may 64
 10 cause the sign to be removed and all costs 65
 11 of such removal shall be collected as a 66
 12 special assessment on the next succeeding 67
 13 tax roll. 68
 14 (d) Deteriorated or dilapidated signs. 69
 15 The Zoning Administrator shall give the 70
 16 owner or lessee of any premises on which 71
 17 a deteriorated or dilapidated sign is locat- 72
 18 ed, 60 days written notice to repair any de- 73
 19 teriorated or dilapidated signs and remove 74
 20 such condition, without enlarging or struc- 75
 21 turally altering such signs. 76
 22 (1) If it is determined that such deterio- 77
 23 rated or dilapidated signs cannot be 78
 24 repaired without structurally altering or 79
 25 changing the sign, then the owner 80
 26 or lessee of such sign shall obtain 81
 27 a permit from the Zoning Adminis- 82
 28 trator for such changes or altera- 83
 29 tions. 84
 30 (2) Upon failure of the owner or lessee 85
 31 to comply with the notice set forth 86
 32 in subsection (c) of this section, or 87
 33 in the event of the failure of the 88
 34 owner or lessee to obtain a permit 89
 35 as set forth in section 66.0750, [See 90
 36 page ~~11544~~4] the Village may 91
 37 cause the sign to be removed and 92
 38 all costs of such removal shall be 93
 39 collected as a special assessment on 94
 40 the next succeeding tax roll. 95
 41 **Sec. 66.0770 Prohibited Signs** 96
 42 The following signs are prohibited in all districts: 97
 43 (a) Abandoned signs. 98
 44 Any sign advertising or identifying a busi- 99
 45 ness or organization, which is either de- 100
 46 funct or no longer located on the premises. 101
 47 Exceptions are granted to landmark signs, 102
 48 which may be preserved and maintained 103
 49 even if they no longer pertain to the pre- 104
 50 sent use of the premises. 105
 51 (b) Flashing, alternating, rotating or swinging 106
 52 signs or devices, whether illuminated or 107
 53 not, visible from the right-of-way. 108
 54 (c) Floodlighted or reflection illuminated signs 109
 55 of which the light source is positioned so 110

that its light sources is visible from a public 111
 right-of-way by the vehicular traffic or 112
 which the light source is visible from ad- 113
 joining property. 114
 (d) Internally illuminated signs, neon and back 115
 lighted signs other than OPEN signs. 116
 (e) Flashing signs, signs with an intermittent or 117
 flashing light source, signs containing mov- 118
 ing parts, and signs containing reflective 119
 elements, which sparkle or twinkle in the 120
 sunlight. 121
 (f) Electronic message centers, variable mes- 122
 sage signs that utilize computer generated 123
 messages or some other electronic means 124
 of changing copy, including displays using 125
 incandescent lamps, LED's, LCD's or a 126
 flipper matrix, unless located on P-1 zoned 127
properties. 128
 (g) Unclassified signs: 129
 (1) That is a hazard or dangerous dis- 130
 traction to vehicular traffic or a nui- 131
 sance to adjoining residential prop- 132
 erty. 133
 (2) No sign shall resemble, imitate or 134
 approximate the shape, size, form 135
 or color of a traffic sign, signal or 136
 device. 137
 (3) No sign shall be located to interfere 138
 with the visibility or effectiveness of 139
 any official traffic sign or signal or 140
 with driver vision at the access 141
 point of any intersection. 142
 (4) No sign shall be erected, relocated 143
 or maintained to prevent free in- 144
 gress or egress from any door, win- 145
 dow or fire escape, and no sign 146
 shall be attached to a standpipe, fire 147
 escape or utility pole. 148
 (5) No sign shall contain, include or be 149
 illuminated by flashing light or by 150
 any light directed toward a neigh- 151
 boring residence, roads or high- 152
 ways. 153
 (6) No sign shall contain, include or be 154
 composed of any conspicuous ani- 155
 mated part. 156
 (7) No sign shall be painted on rocks. 157
 (h) Inflatable advertising devices or signs. 158
~~(i) Changeable copy signs, fixed or moveable,~~ 159
~~except for theaters, churches, schools or~~ 160
~~gas station price signs. 161~~
~~(j) Murals or other artwork painted or applied~~ 162
~~to a building shall be a conditional use and~~ 163
~~shall be reviewed and approved by the~~ 164
~~Plan Commission for location, size and~~ 165

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0780 LEGAL NON-CONFORMING SIGNS

SEC. 66.0790 HISTORIC SIGNS

1 ~~material only without regard to artistic con-~~ 57
 2 ~~tent.g~~ 58
 3 (k)(j) Billboard signs larger than the maximum 59
 4 permitted square footage per face. 60
 5 ~~(l) Painted wall signs, which are painted di-~~ 61
 6 ~~rectly on the surface of the building.~~ 62
 7 ~~(m)(k) Signs taller than eight feet in height.~~ 63
 8 ~~(n) No beacons or laser lights used for promo-~~ 64
 9 ~~tional display.~~ 65
 10 ~~(o)(l) A "V" sign shall be prohibited unless the~~ 66
 11 ~~backs of both signs display no letters or~~ 67
 12 ~~symbols and are landscaped to screen their~~ 68
 13 ~~backsides.~~ 69
 14 ~~(p)(m) Reflective lights.~~ 70
 15 ~~(q)(n) Mobile signs unless permitted as a tempo-~~ 71
 16 ~~rary use.~~ 72
 17 ~~(r) Signs on vehicles. No persons shall park~~ 73
 18 ~~any vehicle or trailer on a public right of~~ 74
 19 ~~way or public property or on private prop-~~ 75
 20 ~~erties so as to be seen from a public right~~ 76
 21 ~~of way which has attached thereto or lo-~~ 77
 22 ~~cated thereon any sign or advertising de-~~ 78
 23 ~~vice for the basic purpose of providing ad-~~ 79
 24 ~~vertisement of projects or directing people~~ 80
 25 ~~to a business activity located on the same~~ 81
 26 ~~or nearby property or any other premises.~~ 82
 27 ~~This section shall not prohibit "For Sale"~~ 83
 28 ~~signs on vehicles for sale, provided the ve-~~ 84
 29 ~~hicle is not parked on a public right of~~ 85
 30 ~~way.~~ 86
 31 ~~(s)(o) No sign shall be located, erected, moved,~~ 87
 32 ~~reconstructed, extended, enlarged, con-~~ 88
 33 ~~verted or structurally altered in the Wet-~~ 89
 34 ~~land W-1 district.~~ 90
 35 **Sec. 66.0780 Legal Non-conforming Signs** 91
 36 (a) **Notification of non-conformance.** 92
 37 Upon determination that a sign is non- 93
 38 conforming, the sign administrator shall 94
 39 use reasonable efforts to so notify, in writ- 95
 40 ing, the user or owner of the property on 96
 41 which the sign is located of the following: 97
 42 (1) The sign's non-conformity. 98
 43 (2) Whether the sign is eligible for 99
 44 characterization as a legal non- 100
 45 conforming sign or is unlawful. 101
 46 (b) **Signs eligible for characterization as legal** 102
 47 **non-conforming.** 103
 48 Any sign located within the Village limits 104
 49 or located in an area annexed to the Vil- 105
 50 lage hereafter, which does not conform to 106
 51 the provisions of this chapter, is eligible for 107
 52 characterization as a legal non-conforming 108
 53 sign and is permitted, providing it also 109
 54 meets the following requirements: 110
 55 (1) The sign was covered by a sign 111
 56 permit prior to the date of adoption 112
 119

of the prior zoning ordinance, this 113
 ordinance or amendment. 114
 (2) If no permit was required by the Vil- 115
 lage at the time, the sign was erect- 116
 ed, and the sign was not changed or 117
 altered after the effective date of this 118
 ordinance or a prior zoning ordi- 119
 nance in a manner that under this 120
 chapter would have caused a loss of 121
 non-conforming status. 122
 (3) An existing sign located closer than 123
 ten feet to the street right-of-way in 124
 the B-3 district shall not be deemed 125
 non-conforming solely on that basis. 126
 (4) ~~Any existing pole sign as of No-~~ 127
~~vember 13, 2004, taller than eight~~ 128
~~feet shall be deemed non-~~ 129
~~conforming after January 1, 2015~~ 130
~~and may be replaced at its existing~~ 131
~~height, but with the sign in compli-~~ 132
~~ance with section 66.0710.~~ 133
 (c) **Loss of legal non-conforming status.** 134
 A sign loses its legal non-conforming status 135
 when any one of the following occurs: 136
 (1) The sign is structurally altered in 137
 any way, except for normal mainte- 138
 nance or repair, which tends to or 139
 makes the sign less in compliance 140
 with the requirements of this section 141
 then it was before alteration. 142
 (2) The sign is damaged to such an ex- 143
 tent that the cost to repair or recon- 144
 struct such sign exceeds 50 percent 145
 of the assessed value of the sign. 146
 (3) The design, logo or wording of the 147
 sign is altered. 148
 (4) The replacement of a non- 149
 conforming sign with an identical 150
 sign may be allowed, subject to ob- 151
 taining a permit. The new sign must 152
 utilize permitted materials. 153
 (d) **Legal non-conforming sign maintenance** 154
and repair. 155
 Nothing in this section shall relieve the 156
 owner or user of a legal non-conforming 157
 sign, or the owner of the property in which 158
 the sign is located, from the provisions of 159
 this section regarding safety, maintenance 160
 and repair of the sign. All work, including 161
 repainting, requires a permit. 162
Sec. 66.0790 Historic Signs 163
 (a) Signs of historic significance which make a 164
 contribution to the cultural, ~~or~~ historic ~~of~~ 165
~~aesthetic~~ quality of the Village because of 166
 their unique construction materials or 167
 unique design, unusual age, prominent lo- 168
 169

VILLAGE OF SISTER BAY ZONING CODE

SEC. 66.0791 COMPLIANCE

SEC. 66.0791 COMPLIANCE

1 cation within the Village, or unique crafts-
 2 manship from another period of time may
 3 be exempted from any or all size, height,
 4 animation, lighting, or setback require-
 5 ments of the section, when the Plan Com-
 6 mission finds the following conditions ex-
 7 ist:

- 8 (1) The sign is of exemplary technolo-
 9 gy, craftsmanship, or design of the
 10 period in which it was constructed;
 11 uses historic sign materials (wood,
 12 metal, or paint applied directly to a
 13 building) and means of illumination
 14 (neon or incandescent fixtures); and
 15 is not significantly altered from its
 16 historic period. If the sign has been
 17 altered, it must be restored to its his-
 18 toric function and appearance.
- 19 (2) The sign is integrated into the archi-
 20 tecture of a period building.
- 21 (3) A sign not meeting the criteria listed
 22 above may be considered if it
 23 demonstrates extraordinary aesthet-
 24 ic quality, creativity or innovation in
 25 design.
- 26 (b) Historic signs are exempt from the re-
 27 quirements of section 66.0780 "Legal Non-
 28 conforming Signs." [See page ~~119~~118]

29 Sec. 66.0791 Compliance

30 Except as otherwise authorized, no sign visible
 31 from a state or county road, from any Village
 32 street, from a private street, from a public parking
 33 lot, from a private parking lot, from the water or
 34 from any adjacent property shall be located,
 35 erected, moved, repainted with different colors,
 36 reconstructed, extended, enlarged or structurally
 37 altered, including the placement of various com-
 38 ponents of the sign, until a permit has been re-
 39 viewed and approved by the Plan Commission or
 40 designated representative and a permit has been
 41 issued to the property owner or building occupant
 42 by the Zoning Administrator. Signs located on a
 43 property or location with multiple buildings or
 44 businesses under common or separate ownership
 45 shall not be exempt from the requirements of this
 46 Code. Additions to and alterations of existing
 47 signs and support structures require a new permit.

48 Note: This entire section was revised by Ordi-
 49 nance 185-041211.

50
 51



Village of Sister Bay Board Report

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

Meeting Date: 10/4/2016
Item No.:

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

Bills By Type	Amount	Total
Village bills prepaid	\$ 62,759.92	
Bank fees & bills paid electronically	-	
<i>Village Total</i>		\$ 62,759.92
Marina bills prepaid	\$ 3,245.53	
Marina sales tax	-	
Marina credit card fees	-	
<i>Marina Total</i>		\$ 3,245.53
Ice Rink Fund bills	\$ -	
Ice Rink Sales Tax	-	
<i>Minor Funds Total</i>		\$ -
Debt Service Village	\$ 193,398.45	
Marina	38,073.44	
Utilities	-	
<i>Debt Service Total</i>		\$ 231,471.89
CIP/TIF bills prepaid	\$ 1,033.50	
<i>CIP/TIF total</i>		\$ 1,033.50
Utility bills prepaid	\$ 26,083.57	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 26,083.57
Net payroll: 9/30,	\$ 21,893.80	
<i>Payroll/taxes total</i>		\$ 21,893.80
TOTAL ALL BILLS		\$ 346,488.21

Fiscal Impact: As above

Respectfully submitted,

Tasha M. Rass
Village Finance Director

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
10005	ACTION ELECTRIC INC	30942	Repair in woman's restroom	09/01/2016	22.00	22.00	09/27/2016
			Dock pedestal repair		362.21	362.21	09/27/2016
		30944	foot wash station	09/01/2016	854.66	854.66	09/27/2016
			locate underground cable - Marina Fest		272.00	272.00	09/27/2016
Total 10005					1,510.87	1,510.87	
10110	AFLAC	998976	Employee-funded premium	09/12/2016	317.84	317.84	09/23/2016
Total 10110					317.84	317.84	
12238	BOETTCHER COMMUNICATIONS	14808	Village website support	09/16/2016	95.00	95.00	09/27/2016
Total 12238					95.00	95.00	
14310	CAPTAIN COMMODES INC	29978	Commode rental - Marina Fest	09/21/2016	700.00	700.00	09/27/2016
Total 14310					700.00	700.00	
17501	CHARTER COMMUNICATIONS	SEPT - 16	Boathouse - charter TV	09/08/2016	87.01	87.01	09/23/2016
		SEPT - 16M	internet - Marina	09/13/2016	145.00	145.00	09/23/2016
Total 17501					232.01	232.01	
17506	CELLCOM	420525	Cellphones - Parks employees	09/05/2016	131.26	131.26	09/23/2016
			Cellphones - Marina manager		38.29	38.29	09/23/2016
Total 17506					169.55	169.55	
20007	DELTA DENTAL OF WIS	949211	Dental insurance	09/22/2016	1,147.43	1,147.43	09/27/2016
Total 20007					1,147.43	1,147.43	
20455	DOOR COUNTY SHERIFF	40012452	Marina Fest Security	09/20/2016	1,565.46	1,565.46	09/27/2016
			Sheriff Security Service		327.27	327.27	09/27/2016
Total 20455					1,892.73	1,892.73	
20472	DOOR COUNTY YMCA	1617-08	YMCA Classes - Sister Bay	09/20/2016	11,372.00	11,372.00	09/27/2016
Total 20472					11,372.00	11,372.00	
20474	DOOR COUNTY DAILY NEWS.COM	16090328	Marina Fest E-Paper Ad	09/29/2016	416.00	-	
Total 20474					416.00	.00	
20505	EMPLOYEE BENEFITS CORP.	1636591	BestflexPlan	09/15/2016	50.00	50.00	09/23/2016
Total 20505					50.00	50.00	
20511	JOSEPH FELHOFER	91516	Reimb - gas	09/15/2016	20.00	20.00	09/23/2016
Total 20511					20.00	20.00	
20512	EFTPS - ONLINE 941 PAYMENT	PR0924160	PRINT PAPER CHECK TO UPDATE GL ,	09/28/2016	3,862.76	3,862.76	09/29/2016
			PRINT PAPER CHECK TO UPDATE GL ,		903.42	903.42	09/29/2016
			PRINT PAPER CHECK TO UPDATE GL ,		2,775.74	2,775.74	09/29/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
	Total 20512				7,541.92	7,541.92	
20518	EPHRAIM WELLWATER TESTING	2016072	well testing @ waterfront park well	08/31/2016	75.00	75.00	09/23/2016
	Total 20518				75.00	75.00	
30701	FRONTIER	AUG M-16	Marina phone	09/07/2016	56.96	56.96	09/23/2016
	Total 30701				56.96	56.96	
30751	GREAT-WEST	PR0924160	Great West Deferred Comp. DEFERRE	09/28/2016	970.36	970.36	09/29/2016
			Great West Deferred Comp. EMPLOYEF		164.64	164.64	09/29/2016
	Total 30751				1,135.00	1,135.00	
31809	HSABANK	1016	EE funded HSA Contrib.	09/22/2016	633.12	633.12	09/27/2016
	Total 31809				633.12	633.12	
31815	HERLACHE SMALL ENGINE INC	135608	leaf blower repair	08/24/2016	50.25	50.25	09/27/2016
	Total 31815				50.25	50.25	
41010	JERRY'S FLOWERS	835	Flowers - Village Beautification	08/31/2016	161.99	161.99	09/27/2016
	Total 41010				161.99	161.99	
41090	JUNGWIRTH'S ACE HARDWARE	2294-AUG	Maintenance - Admin Bldg	08/31/2016	7.99	7.99	09/23/2016
			Maintenance - Village Hall		5.12	5.12	09/23/2016
			Maintenance - Fire Station		7.27	7.27	09/23/2016
			Maintenance - Pavilion		2.59	2.59	09/23/2016
			supplies - Custodial		47.62	47.62	09/23/2016
			supplies - Shop supplies		45.29	45.29	09/23/2016
			supplies - Memorial bench		11.78	11.78	09/23/2016
			Bee Spray		9.95	9.95	09/23/2016
			supplies - Misc other		2.58	2.58	09/23/2016
			Maintenance - Parks		36.56	36.56	09/23/2016
			Maintenance - Sports Complex		163.42	163.42	09/23/2016
			Maintenance - Dog Park		7.99	7.99	09/23/2016
			Flower Food		8.49	8.49	09/23/2016
			Maintenance - Street		14.98	14.98	09/23/2016
			supplies - Custodial		37.93	37.93	09/23/2016
			Tools/Minor Equip - Marina		71.47	71.47	09/23/2016
			Maintenance - Dock Building		27.97	27.97	09/23/2016
			Maintenance - Dock		28.16	28.16	09/23/2016
			Fixed Equipment - Utilities		24.26	24.26	09/23/2016
	Total 41090				561.42	561.42	
41137	ROBERT KUFRIN	92616	Consulting	09/26/2016	640.00	640.00	09/27/2016
	Total 41137				640.00	640.00	
41290	LUNDQUIST PLUMBING INC	21229	Maintenance - Village Hall	08/31/2016	3.52	3.52	09/27/2016
			Maintenance - Info Booth		3.52	3.52	09/27/2016
		21273	Foot Wash stations - beach	08/31/2016	3,908.51	3,908.51	09/27/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 41290					3,915.55	3,915.55	
41323	MC CLUSKEY TREE FARM LLC	277	Village Christmas Trees	08/25/2016	1,270.00	1,270.00	09/27/2016
Total 41323					1,270.00	1,270.00	
51401	JULIANA NEUMAN	82016	Financial Services	08/29/2016	10.00	10.00	09/23/2016
			Financial Services		20.00	20.00	09/23/2016
Total 51401					30.00	30.00	
61633	PINKERT LAW FIRM LLP	115	Garot invoice - May	05/31/2016	5,746.00	5,746.00	09/27/2016
			General legal issues - May		208.00	208.00	09/27/2016
			Gokey - May		260.00	260.00	09/27/2016
		119	General legal issues	08/31/2016	609.50	609.50	09/27/2016
			SBYC		901.00	901.00	09/27/2016
			Gokey		106.00	106.00	09/27/2016
			Quarry		79.50	79.50	09/27/2016
			Confidential legal matter		265.00	265.00	09/27/2016
			Premier Development Dist.		371.00	371.00	09/27/2016
			Braun Lot/DT Redevelopment		662.50	662.50	09/27/2016
Total 61633					9,208.50	9,208.50	
71910	SERVICE MOTOR CO INC	24191	Kubota Tractor Maintenance	08/30/2016	2,042.02	2,042.02	09/27/2016
Total 71910					2,042.02	2,042.02	
71938	STANDARD INSURANCE CO	OCT16	Long term disability	09/16/2016	353.28	353.28	09/27/2016
Total 71938					353.28	353.28	
72026	TRAF-O-TERIA SYSTEM	15928	Pet Code Violations	09/13/2016	348.54	348.54	09/23/2016
Total 72026					348.54	348.54	
72051	TRUGREEN*CHEMLAWN	4991011928	Lawn treatment	08/30/2016	325.00	325.00	09/27/2016
		53887106	Lawn treatment	09/14/2016	213.00	213.00	09/27/2016
Total 72051					538.00	538.00	
72059	UNITED HEALTH CARE	41670960	Health Insurance	09/19/2016	13,091.42	13,091.42	09/23/2016
Total 72059					13,091.42	13,091.42	

Total Paid: 59,160.40
 Total Unpaid: 416.00 -

 Grand Total: 58,744.40

September 29, 2016

Dated: _____

Staff: Joshua M. Kass

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
17526	CUMMINS NPOWER LLC	AUG 2016	L.S. Lift Station maintenance	08/31/2016	998.33	998.33	09/26/2016
			Well #1 maintenance		1,773.46	1,773.46	09/26/2016
			Well #3 maintenance		1,265.83	1,265.83	09/26/2016
			Portable gen. maint.		970.11	970.11	09/26/2016
			WWTP equipment maintenance		2,797.23	2,797.23	09/26/2016
			Well #2 maintenance		1,192.58	1,192.58	09/26/2016
	Total 17526				8,997.54	8,997.54	
30641	FRONTIER COMMUNICATIONS	PT TELEMETRY	Telemetry Allocation W	09/19/2016	5.44	5.44	09/29/2016
			Telemetry Allocation WW		5.44	5.44	09/29/2016
			Telemetry Allocation C		2.72	2.72	09/29/2016
	Total 30641				13.60	13.60	
31816	HAWKINS INC	3951479 RI	chemicals - WWTP	09/13/2016	6,822.72	6,822.72	09/26/2016
	Total 31816				6,822.72	6,822.72	
31817	HD SUPPLY WATERWORKS	G164743	distribution parts - bottom plunger	09/23/2016	514.23	514.23	09/29/2016
	Total 31817				514.23	514.23	
41198	ROBERT LANG	AWWA	reimbursement for AWWA registration	09/16/2016	260.00	260.00	09/26/2016
			reimbursement for AWWA hotel/meals		687.25	687.25	09/26/2016
			reimbursement for AWWA mileage		239.22	239.22	09/26/2016
	Total 41198				1,186.47	1,186.47	
51315	MIDWEST METER INC	0082074-IN	70 gal orion std screw	09/23/2016	278.00	278.00	09/29/2016
			70 gal orion std screw nicor 6'		286.00	286.00	09/29/2016
			Freight		11.44	11.44	09/29/2016
	Total 51315				575.44	575.44	
51400	NCL OF WISCONSIN INC	37853	lab supplies	09/15/2016	179.46	179.46	09/26/2016
	Total 51400				179.46	179.46	
51436	NORTHERN LAKE SERVICES INC	302277	WWTP sample testing	09/16/2016	18.00	18.00	09/26/2016
			WWTP sample testing		12.00	12.00	09/26/2016
	Total 51436				30.00	30.00	
61640	QUALITY STATE OIL INC	.UG 2016 STMT	fuel for WWTP equipment	09/26/2016	82.52 -		
	Total 61640				82.52 -	.00	
61977	STURGEON BAY UTILITIES	010756	sludge processing	09/14/2016	2,240.00	2,240.00	09/26/2016
	Total 61977				2,240.00	2,240.00	
71925	SISTER BAY AUTO	74691	vehicle maintenance	09/25/2016	62.92	62.92	09/29/2016
			vehicle maintenance		93.48	93.48	09/29/2016
			vehicle maintenance		23.37	23.37	09/29/2016
	Total 71925				179.77	179.77	
80025	WI RURAL WATER ASSOC	CLASS	WATER SYSTEM OPERATIONS BASIC	09/23/2016	400.00	400.00	09/26/2016

Vendor	Vendor Name	Invoice No	Description	Inv Date	Net Inv Amt	Amount Paid	Date PD
Total 80025					400.00	400.00	
80027	WISCONSIN DNR	EXAMS	GROUNDWATER EXAM FEE - DA	09/23/2016	25.00	25.00	09/26/2016
			DISTRIBUTION EXAM - DA		25.00	25.00	09/26/2016
Total 80027					50.00	50.00	
82351	WIS PUBLIC SERVICE	AUG BOOSTER	Well #3 - LGUD	09/14/2016	210.02	210.02	09/26/2016
			Well #3 - Sister Bay		630.07	630.07	09/26/2016
Total 82351					840.09	840.09	
99998	ONE TIME VENDOR	AL JOHNSONS	Stabbur Lateral Digging Error	09/30/2016	1,382.51	1,382.51	09/29/2016
Total 99998					1,382.51	1,382.51	
100008	INSPECTION SPECIALISTS, LLC	STMT 09262016	Village of Sister Bay Cross Connection In:	09/26/2016	2,730.00	2,730.00	09/29/2016
Total 100008					2,730.00	2,730.00	

Total Paid: 26,141.83
 Total Unpaid: 82.52 -

 Grand Total: 26,059.31

Dated: September 29, 2016
 Staff: *Tasha M. Kass*

FINANCE COMMITTEE MEETING MINUTES
THURSDAY, SEPTEMBER 22, 2016
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD

1
2
3
4
5 The September 22, 2016 meeting of the Village of Sister Bay Finance Committee was called to order
6 by Finance Committee Chair Denise Bhirdo at 8:00 A.M.

7
8 **Committee Members Present:** Finance Committee Chair Denise Bhirdo, and Finance Committee
9 members Dave Lienau and Pat Duffy.

10
11 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, and Assistant
12 Administrator Janal Suppanz.

13
14 **Others:** Ron Kane

15
16 **Approval of the Agenda:**

17 *A motion was made by Lienau, seconded by Duffy that the Agenda for the September 22, 2016 meeting of the*
18 *Finance Committee be approved as presented. Motion carried – All ayes.*

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

21 **As to the Minutes for the September 14, 2016 meeting of the Finance Committee:**

22 *A motion was made by Duffy, seconded by Lienau that the minutes for the September 14, 2016 meeting of the*
23 *Finance Committee be approved as presented. Motion carried.*

24
25 **Comments, correspondence and concerns from the public:**

26 Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded. She
27 then noted that no correspondence had been included in the meeting packets.

28
29 **Item No. 1. Discussion regarding the Marina and Water Fund Enterprise Fund PILOT's; Consider**
30 **a motion for action if required:**

31 Documentation regarding the Marina PILOT had been included in the meeting packets, and the
32 Committee members jointly reviewed those materials. Duffy noted that based upon the audit
33 findings he believes the Marina PILOT for 2017 should be \$56,497. In 2016 the Marina PILOT was
34 \$126,356. The formula which was used for calculating the Marina PILOT is identical to the formula
35 which was used for calculating the PILOT for the Water Fund. If the Marina PILOT is reduced the
36 net mill rate will increase, but there are financing options which can be explored or other cost saving
37 measures, such as reducing General Fund CIP contributions, which could be taken. Jackson noted
38 that in approximately four years general debt service obligation payments will decline for the
39 Village, and, therefore, Rass was asked to prepare a levy limit cost estimation for that period of time.
40 That document will be reviewed by the Finance Committee at some point in the future.

41
42 Duffy noted that the Marina Committee is not asking for a lump sum payment for the alleged PILOT
43 overcharge, but is asking that the Finance Committee recommend that the Village consider issuing
44 some type of credits for it. The credits will be used to restore the Marina's Capital Improvement
45 Program. Rass was also asked to prepare a spreadsheet which delineates the PILOT's which have
46 been assessed to date for the Marina. That document will likewise be reviewed at a future meeting
47 of the Finance Committee.

48
49 *A motion was made by Duffy, seconded by Lienau that the Finance Committee recommends that the PILOT*
50 *calculation for the Marina shall be based upon net asset value as shown in the Village's audited financial*

1 *statements. Motion carried – All ayes.*

2
3 **Item No. 2. Discussion regarding the second draft of the Marina Fund 2017 Budget; Consider a**
4 **motion to take action if required:**

5 Rass distributed copies of the revised Marina Budget for 2017, and the Committee members jointly
6 reviewed that document. During the review process she pointed out that in accord with the Marina
7 Committee's recommendations the Marina PILOT has been reduced to \$56,497 and the Admin.
8 wages have been reduced to \$18,945. Seasonal, transient and commercial dockage fees have also
9 increased.

10
11 *Duffy pointed out that the 2016 budget for the Admin. Wages line item was \$10,159, but the 2016 estimate is*
12 *\$41,518. That estimate was calculated using the established charge out rates. In the future the Marina*
13 *Committee will be reviewing financial statements on a quarterly basis so they can keep a better handle on all*
14 *Marina expenses. It was the consensus that in the future all Village Committees should be provided quarterly*
15 *financial statements, and if there is potential for any line item budgetary limits to be exceeded that information*
16 *shall be called to the attention of the appropriate Committee Chair(s).*

17
18 *A motion was made by Bhirdo, seconded by Lienau that the Finance Committee recommends that the draft of*
19 *the Marina fund budget for 2017 which was reviewed at this meeting be approved as presented. Motion carried*
20 *– All ayes.*

21
22 **Item No. 3. Discussion regarding the third draft of the 2017 budget for the Debt Service Fund;**
23 **Consider a motion to take action, if required:**

24 **Item No. 4. Discussion regarding the third draft of the 2017 budget for the Capital Improvement**
25 **Fund; Consider a motion to take action, if required:**

26 Drafts of the 2017 budget for the Debt Service Fund and the Capital Improvement Fund were
27 included in the meeting packets, and the Committee members jointly reviewed that documentation.
28 As was stated previously, if the Marina PILOT is reduced the net mill rate will increase, but there are
29 creative financing options which can be explored or other cost saving measures, such as reducing
30 General Fund CIP contributions, which could be taken.

31
32 *Lengthy discussion took place regarding this issue, and it was eventually the consensus that the CIP for 2017*
33 *shall be revised in the following fashion:*

34 *The contribution for Streets Resurfacing/Stormwater shall be reduced to \$90,000;*

35 *The contribution for the Parks Bldg. shall be reduced to \$10,000;*

36 *The contribution for Canterbury/Maple/Applewood Improvements shall be reduced to \$35,000; and,*

37 *The \$5,000 contribution for Country Walk Sidewalks shall be eliminated.*

38
39 *A motion was made by Duffy, seconded by Bhirdo that the Finance Committee recommends that the CIP for*
40 *2017 be approved as amended at this meeting. Motion carried – All ayes.*

41
42 *At 8:50 A.M. Lienau indicated that he had to leave for a short time as he had another obligation. He returned at*
43 *9:07 A.M.*

44
45 **Item No. 5. Discussion regarding adding a trolley service to the 2017 General Fund Budget;**
46 **Consider a motion for action if required:**

47 Discussion took place regarding adding costs for a trolley service to the 2017 General Fund Budget,
48 and the Committee members indicated that they would like to see such an amenity made available in

1 the Village. It was eventually the consensus that \$20,000 shall be budgeted for a trolley in 2017. It was
2 also the consensus that the CIP for 2017 shall be revised in such fashion that the Vehicle Replacement
3 Fund is reduced to \$25,000. In spring the Finance Committee will review financial statements to
4 determine if anticipated legal expenses have actually been incurred, and, if they haven't been will
5 consider a budget amendment which transfers funds from the Legal Expenses line item to the vehicle
6 replacement CIP line item.

7
8 *A motion was made by Bhirdo, seconded by Lienau that the Finance Committee is recommending that \$20,000*
9 *be budgeted for a trolley in 2017. To that end Rass shall see that all the appropriate allocations are made, and*
10 *the CIP for 2017 shall further be revised in such fashion that the Vehicle Replacement CIP line item*
11 *contribution is reduced to \$25,000. Motion carried – All ayes.*

12
13 **Item No. 6. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(c)**
14 **to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the**
15 **purchase of public properties, the investment of public funds, or conduct other specified public**
16 **business whenever competitive or bargaining reasons require a closed session:**

17 *At 9:16 A.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee convene into*
18 *closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and*
19 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or*
20 *conduct other specified public business whenever competitive or bargaining reasons require a closed session. A*
21 *roll call vote was taken on that motion and the Committee members voted in the following fashion:*

22
23 *Bhirdo – Aye; Duffy – Aye; Lienau – Aye*

24
25 *Motion carried.*

26
27 **Item No. 7. Consider a motion to reconvene into open session:**

28 *At 10:23 A.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee reconvene into*
29 *open session. A roll call vote was taken on that motion and the Committee members voted in the following*
30 *fashion:*

31
32 *Bhirdo – Aye; Duffy – Aye; Lienau – Aye*

33
34 *Motion carried.*

35
36 **Item No. 8. Consider a motion to take action, if required:**

37 *No formal action was taken.*

38
39 **Item No. 9. 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 9:00 A.M. on September 29, 2016.*

42
43 **Adjournment:**

44 *At 10:24 A.M. a motion was made by Bhirdo, seconded by Duffy that the September 22, 2016 meeting of the*
45 *Finance Committee be adjourned. Motion carried – All ayes.*

46
47
48

1 Respectfully submitted,



2
3 Janal Suppanz,
4 Assistant Administrator

FINANCE COMMITTEE MEETING MINUTES
THURSDAY, SEPTEMBER 29, 2016
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
(APPROVAL PENDING)

The September 29, 2016 meeting of the Village of Sister Bay Finance Committee was called to order by Finance Committee Chair Denise Bhirdo at 9:07 A.M.

Committee Members Present: Finance Committee Chair Denise Bhirdo, and Finance Committee members Dave Lienau and Pat Duffy.

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

Others: Nancy Goss and Lou Covotsos of the Greater Escarpment Organization of Door County, (GEO-DC).

Approval of the Agenda:

A motion was made by Lienau, seconded by Duffy that the Agenda for the September 29, 2016 meeting of the Finance Committee be approved as presented. Motion carried – All ayes.

Approval of Minutes as Published:

As to the Minutes for the September 22, 2016 meeting of the Finance Committee:

Bhirdo indicated that she believes the sentence which begins on Line 36 – Page 1 of the September 22, 2016 meeting minutes should read, “If the Marina PILOT is reduced the net mill rate will increase, but there are financing options which can be explored or other cost saving measures, such as reducing General Fund CIP contributions, which could be taken.”.

A motion was made by Lienau, seconded by Duffy that the minutes for the September 22, 2016 meeting of the Finance Committee be approved as corrected. Motion carried.

Comments, correspondence and concerns from the public:

Bhirdo asked if anyone wished to comment regarding a non-agenda item. No one responded. She then asked if any correspondence had been received.

Rass indicated that she had received a letter from the Door County Humane Society. In that letter Humane Society representatives indicate that the number of animals which have been brought in to the Humane Society shelter from Sister Bay has increased considerably, and, therefore, they are requesting that the support funding the Village provides be increased to \$4,000 per year.

Jackson noted that he received two funding requests. One of them was from the DCEDC. In that document DCEDC officials request that the Village’s support contribution for 2017 be increased by \$500. The proposed budget reflects the additional contribution. He also noted that representatives from the Northern Door Children’s Center informed him that their enrollment is down considerably and they would appreciate any funding the Village could provide. They also requested that the Village consider terminating the YMCA’s summer camp programming as it is having a negative impact on their enrollment when school is not in session.

1 **Item No. 1. Presentation by Nancy Goss of the Greater Escarpment Organization of Door County,**
 2 **(GEO-DC) and discussion regarding that presentation:**

3 Nancy Goss indicated that a request for financial support for the Greater Escarpment Organization of
 4 Door County, (GEO-DC), had been provided to the Finance Committee members prior to this
 5 meeting. The GEO-DC was created in 2012. That organization is a 501(c)3 organization in good
 6 standing whose mission includes educating and raising public awareness about the geological,
 7 historical, cultural, environmental and recreational “treasure” that forms the backbone of Door
 8 County. The intent is to establish an interpretive information center in Northern Door, making it a
 9 destination for geo-tourism and all its related benefits to the community. Lou Covotsos indicated that
 10 the required mapping will cost about \$280,000, and Door County is poised to be one of 8 to 12
 11 mapped areas in the world. If all goes well the majority of the mapping could be completed by
 12 December of this year. The Town of Liberty Grove has already committed to providing funding for
 13 the mapping, other municipalities have been contacted, and grant opportunities will be pursued. Geo
 14 tourism is just beginning in America, but the demographic who avail themselves of such an
 15 opportunity tend to stay longer and do spend a considerable amount of money. The Committee
 16 members thanked Goss and Covotsos for their time and indicated that Village officials will let them
 17 know what the status of their funding request is ASAP.

18
 19 **Item No. 2. Discussion regarding the following sections of the draft 2017 budget for the Village of**
 20 **Sister Bay, including enterprise funds; Consider a motion to take action if required:**

21 Draft copies of the following sections of the 2017 budget for the Village of Sister Bay were included in
 22 the meeting packets, and the Committee members jointly reviewed those documents.

- 23 • **Utility**
- 24 • **Marina**
- 25 • **TID #1**
- 26 • **Capital**
- 27 • **Debt Service**
- 28 • **Ice Rink**
- 29 • **Skate Park**
- 30 • **Parks**
- 31 • **Administration**
- 32 • **General Government**
- 33 • **General Revenues**
- 34 • **General Fund Summary**
- 35 • **Posted Budget Notice for 2017**

36
 37 During the review process the following decisions were made:

- 38 • *\$10,000 has been appropriated in the Marina Budget as a “Transfer to the General Fund for Marina*
 39 *Fest Sponsorship”. Bhirdo and Lienau indicated that they believe this appropriation must be called to*
 40 *the attention of the Village Board members at the meeting at which the budget for 2017 is reviewed and*
 41 *approved. It was the consensus that this shall occur.*
- 42 • *A transfer of \$2,805 shall be made to the General Fund to close out the Skate Park account as there has*
 43 *been no activity on that account for several years.*
- 44 • *The allocation for YMCA Program Costs in the amount of \$13,800 shall remain, but the members of*
 45 *the Finance and/or Parks Committees shall meet with YMCA officials to determine the cost breakdown*
 46 *for each of the collaborated services and programming that agency provides. Once that meeting has*
 47 *taken place a decision will be made regarding the Northern Door Children’s Center funding request.*

- 1 • *The support for the Door County Humane Society shall be increased to \$3,000, subject to confirmation*
2 *that the animals which were taken care of at the Humane Society shelter in 2016 were actually picked*
3 *up or brought in from the Village and not any surrounding municipalities which have Sister Bay*
4 *mailing addresses.*
- 5 • *Support in the amount of \$5,000 shall be provided to GEO-DC. Goss and her associates shall be*
6 *informed that the Finance Committee recommends that they also submit funding requests to the*
7 *County Board and the Door County Visitor Bureau.*

8
9 **Item No. 3. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(c)**
10 **to discuss personnel and employee benefits and §19.85(1)(e) to deliberate or negotiate the**
11 **purchase of public properties, the investment of public funds, or conduct other specified public**

12 *At 10:36 A.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee convene into*
13 *closed session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits and*
14 *§19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or*
15 *conduct other specified public business whenever competitive or bargaining reasons require a closed session. A*
16 *roll call vote was taken on that motion and the Committee members voted in the following fashion:*

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

19
20 *Motion carried.*

21
22 **Item No. 4. Consider a motion to reconvene into open session:**

23 *At 11:00 A.M. a motion was made by Bhirdo, seconded by Lienau that the Finance Committee reconvene into*
24 *open session. A roll call vote was taken on that motion and the Committee members again voted in the*
25 *following fashion:*

26
27 *Bhirdo – Aye; Duffy – Aye; Lienau – Aye*

28
29 *Motion carried.*

30
31 **Item No. 8. Consider a motion to take action, if required:**

32 *A motion was made by Lienau, seconded by Duffy that the Finance Committee recommends that the Fire*
33 *Department's support budget for 2017 include a \$2,500 honorarium for Sister Bay-Liberty Grove Fire Chief*
34 *Chris Hecht. The honorarium is being provided in an attempt to address the recommendation from the Town of*
35 *Liberty Grove that the Fire Chief's salary be increased by \$7,500 in 2017. While Village officials agree that*
36 *Chief Hecht does an excellent job, there are concerns that a different Fire Chief may dedicate less time to the*
37 *job, which is a voluntary position, or not be as qualified as Chief Hecht. Therefore, the Finance Committee feels*
38 *uncomfortable granting such a salary increase on an annual or automatic basis. Motion carried – All ayes.*

39
40 *A motion was made by Duffy, seconded by Lienau that the Finance Committee recommends that the drafts of*
41 *all the previously mentioned sections of the 2017 budget for the Village of Sister Bay which were reviewed at*
42 *this meeting be approved as amended. Motion carried – All ayes.*

43
44 **Item No. 9. Matters to be placed on a future agenda or referred to a committee, official or**
45 **employee:**

46 *Since the budget has now been completed the Finance Committee Meeting which was scheduled for 9:00 A.M.*
47 *on Tuesday, October 4, 2016 was cancelled. There were no matters to be placed on a future agenda or referred*
48 *to a committee, official or employee.*

1 **Adjournment:**

2 *At 11:01 A.M. a motion was made by Bhirdo, seconded by Lienau that the September 29, 2016 meeting of the*
3 *Finance Committee be adjourned. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Assistant Administrator

**Sister Bay / Liberty Grove Library Commission Meeting
September 13, 2016**

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

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

Absent: Frank Forkert.

Public Input: None.

Review and Approve the Minutes of the August 13, 2016 Meeting:

Lou Covotsos moved and Henry Timm seconded a motion to approve the minutes of the *August 13, 2016* meeting. The motion passed 5-0.

Review and Approve Payment of Bills:

Nicolet Bank	Change Fund for Book Sale	\$350.00
Wulf Bothers	Heating vents in Washrooms	\$520.00
Wisconsin Public Service	Electric	\$752.91
Fireline Sprinklers	Inspection of Fire Sprinklers	\$475.00
Sparkle Cleaning Service	General Cleaning	\$1,836.00
Warner Wexel	Soap for Dispensers	\$114.88
Frontier Communications	Telephone	\$132.79
Curzon Electric	Lights	\$35.29
Total		\$4,216.87

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

Librarians Report:

Circulation

2016	7,007 checkouts/renewals	YTD: 42,091
2015	6,854 Checkouts/renewals	YTD: 41,212

System-wide circulation:

2016	332,038 checkouts/renewals	YTD 2,525,159
2015	336,815 checkouts/renewals	YTD 2,649,099

Library Visits:

2016	7,315
2015	7,015

Programs:

2016	1 Adult	attended by 13 adults
	6 Children	attended by 136 children, 27 adults
2015	1 Adults	attended by 15 adults
	6 Children	attended by 146 children, 42 adults

Computer Use:

Public 2016 695 users for a total of 21,455 minutes
 Public 2015 806 users for a total of 20,486 minutes

Wireless 2016 1,374 (average of 97 devices connected per day)
 Wireless 2015 1,247 (average of 88 devices connected per day)

Overdrive:

2016	280 E-Book uses	134 Audio book uses	31 Magazines
2015	223 E-Book uses	85 Audio book uses	0 Magazines

August proved to be a very busy month at the library where we saw numbers up from last year in most areas. I have included system-wide circulation statistics so you could see that there is a continuing drop in checkouts/renewals overall, which makes the strong numbers Sister Bay/liberty Grove impressive. The public computer use and wireless use numbers continue to be interesting statistics. Even though the user number is lower for public machines, the total usage in minutes is higher. Recognizing that information needs are changing, I am exploring the possibility of changing our express (15 minute use) computers to regular internet use machines.

Many thanks to Ralph and Kathy Blankenburg and Mike Scoville for all their work on the Marina Fest Book Sale! They spent many days and hours sorting and organizing in the weeks before Labor Day. Thanks to all the other volunteers as well. It appears to me that partnering with the school kids for this project is a huge benefit to helping things work smoothly for the event.

Marina Fest:

Ralph Blankenburg reported that the book sale went well. Our net book sales were \$2,828.86 of which we will be sending the Village of Sister bay, (Marina Fest) \$282.89.

We will be giving the Gibraltar Middle School 1/2 of our combined net sales and donations (\$2,796.72). We could not have done the sale without the help of the middle school students and their parents. Mike Scoville my co-chairman has done an outstanding job of sorting books, organizing the students and parents and spending the whole day working at the sale (also cleanup).

We had a banner and a sandwich board (Mike Scoville made the sandwich board). We were short three check out people on the day of the sale.

2017 Budget:

Ralph Blankenburg presented the 2017 Sister Bay / Liberty Grove Library Commission. Ralph used 2016 actual expenses and 2016 budget for September through December. The exception is that Ralph used a three year average for units used by month for electric and propane. We have to continue to budget for equipment breakdown as our building is getting older. Ralph suggested that we look at a five (5) year plan to replace the light fixtures with LED light. Our current lights are expensive to change and we should be able to save on electricity.

Lou Covotsos moved that the Village of Sister Bay and the Town of Liberty Grove pass the Sister Bay / Liberty Grove Library Commission Budget as presented, the motion was seconded by Allen Strack. The motion pass 5-0.

Ralph Blankenburg will get with Mike from Action Electric to evaluate the benefit of changing out the lights over a 5 year period.

Maintenance:**Next Meeting:**

The next meeting will be October 11, 2016 @ 1:00 P.M.

Adjourn

It was moved by Allen Strack and seconded by Henry Timm to adjourn at 2:15 p. m. The motion passed 5-0.

Submitted by: Ralph Blankenburg.

1 **MARINA COMMITTEE MEETING MINUTES**
2 **WEDNESDAY, SEPTEMBER 21, 2016**
3 **Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**
4 **(APPROVAL PENDING)**
5

6 The September 21, 2016 meeting of the Marina Committee was called to order by
7 Chairperson John Clove at 2:00 P.M.

8
9 **Present:** Chairperson Clove, and members Pat Duffy, Scott Baker, Dwight Anderson, and
10 Dan Jungwirth

11
12 **Excused:** Fuzzy Sunstrom

13
14 **Staff Members:** Village Administrator Zeke Jackson, Finance Director Tasha Rass, Marina
15 Manager Nicole Krauel and Assistant Administrator Janal Suppanz.

16
17 **Others:** Mark Bell, Ron Kane, Greg Diltz, Eric Lundquist, Jeff Cronk, Mark Matson, Jim
18 Robinson, and Peder Nelson.

19
20 **Approval of the agenda:**

21 *A motion was made by Duffy, seconded by Anderson that the Agenda for the September 21, 2016*
22 *meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*
23

24 **Approval of minutes as published:**

25 **As to the minutes for the September 7, 2016 meeting of the Marina Committee:**

26 Clove suggested that a few grammatical revisions be made to the September 7, 2016 meeting
27 minutes, and Suppanz took note of all of them. Baker noted that Sunstrom was not present at
28 the September 7, 2016 meeting and did not vote on any motions.

29
30 *A motion was made by Duffy, seconded by Anderson that the minutes for the September 7, 2016*
31 *meeting of the Marina Committee be approved as amended. Motion carried – All ayes.*
32

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

34 Clove asked if anyone wished to comment regarding a non-agenda item. No one responded.
35 He then noted that no correspondence had been included in the meeting packets.
36

37 **Business Items:**

38 **Item No. Discussion regarding Mark Bell's letter to the Marina Committee Chair:**

39 Mark Bell indicated that he didn't want to embarrass anyone or cause problems, but is
40 concerned that no follow-up was done on a letter he had provided to staff members at the
41 Marina regarding damage his sailboat had sustained when it was being docked. When he
42 didn't hear from anyone at the Marina he contacted Krauel and was informed that if he
43 wasn't happy he could go to another Marina. At that point he contacted Clove, (the Chair of
44 the Marina Committee), and asked him to come to look at the damage to his boat, but still
45 did not get any satisfaction. After he lodged his complaints with Krauel and Clove he
46 actually got worse service from Marina employees than before, and is not happy about the
47 way this whole matter was handled. Bell stated that he has a considerable amount of sailing
48 training, and then demonstrated the fashion in which he believes the Dock Hands should

1 have tied his boat up.

2
3 Krauel acknowledged that she had received a letter from Bell, but stated that she had asked
4 him to provide an estimate for the damage to his boat. She also asked him to provide
5 pictures of the damage, but still has not received any documentation from him.

6
7 Bell responded that he does not recall that request being made at all, and reiterated that to
8 date neither Krauel or Clove have made any effort to address his damage claim.

9
10 Jackson asked if Bell could provide a copy of the letter he provided to Krauel as well as
11 photos of the damage to his boat to him, and Bell responded that he had given the only copy
12 of his letter to Krauel. He could try to get the photos off his phone. At that point Jackson
13 asked for Bell's telephone number, and informed him that he would do some research
14 regarding this issue and contact him in a day or two.

15
16 **Item No. 2. Discussion on the Marina PILOT; Consider an appropriate motion for action if**
17 **necessary:**

18 Documentation regarding the Marina and Utility PILOTS was included in the meeting
19 packets, and the Committee members jointly reviewed all of it. Clove noted that based upon
20 the audit findings he believes the Marina PILOT for 2017 should be \$56,497.00. In 2016 the
21 Marina PILOT was \$126,356.00.

22
23 *A motion was made by Duffy, seconded by Baker that the members of the Marina Committee have*
24 *reviewed the audit findings for the Village of Sister Bay, and made the determination that in 2015 the*
25 *net asset value for the Sister Bay Marina was \$5,687,426. Based upon that valuation the Committee is*
26 *recommending that the Marina PILOT for 2017 be \$56,497.00. The Committee is also recommending*
27 *that future Marina PILOTS be based upon the net asset value of the Marina as shown in the Village's*
28 *audited financial statements, and when those PILOTS are calculated, that the same metrics which*
29 *come into play when the Water PILOT is calculated be utilized. Motion carried - All ayes.*

30
31 Duffy noted that it is his understanding that there has been some conversation that the
32 Marina Committee wants to eliminate the Marina PILOT in its entirety. He stressed that this
33 definitely is not the case.

34
35 *A motion was made by Baker, seconded by Duffy that the Marina Committee is asking that any and*
36 *all future PILOT calculations be determined equitably across all enterprise funds. Motion carried -*
37 *All ayes.*

38
39 *A motion was made by Duffy, seconded by Anderson that the Marina Committee believes the Marina*
40 *PILOT has been over-calculated in the past, and is not asking for a lump sum payment, but is asking*
41 *that the Finance Committee recommend that the Village consider issuing some type of credit for the*
42 *overcharges which were made during the past six years. One opportunity to achieve this may be*
43 *utilization of "debt leveling" in future years when general debt service obligation payments decline for*
44 *the Village and increase for the Marina, (in about four years). The credits would be used to restore the*
45 *Marina's Capital Improvement Program, and the Marina Committee is recommending that if they are*
46 *calculated the previously mentioned formula be utilized. Motion carried - All ayes.*

47

1 **Item No. 3. Discussion on general slip rates for 2017 and the 2016 rate study; Consider an**
2 **appropriate motion for action:**

3 At the last meeting discussion took place regarding slip rates, and the suggestion was made
4 that seasonal slip rates increase by 5% this year and increase another 2.5% in each of the
5 following two years. The suggestion was also made that transient fees increase to \$2.00 per
6 foot. The Marina Manager was asked to prepare a rate proposal for 2017, and documentation
7 on which proposed rate changes were delineated had been included in the meeting packets.
8 The Committee members jointly reviewed all of that documentation.

9
10 Eric Lundquist suggested that a progressive rate scale be utilized, as larger boats would pay
11 a higher rate.

12
13 Mark Matson noted that it is his understanding that the Marina is full. From a marketing
14 standpoint it appears that the slip rates are too low and the market could definitely bear an
15 increase.

16
17 *A motion was made by Duffy, seconded by Baker that the Marina Committee is recommending that*
18 *the seasonal slip rates at the Sister Bay Marina for 2017 increase by 5%. The recommendation is also*
19 *made that the seasonal slip rates for 2018 increase by 2.5% and increase by another 2.5% in 2019.*
20 *Motion carried – All ayes.*

21
22 *A motion was made by Baker, seconded by Anderson that the Marina Committee is recommending*
23 *that the transient dockage fee for 2017 increase to \$2.00 per foot. Motion carried – All ayes.*

24
25 The suggestion was also made at the last meeting that commercial vendor lease fees increase
26 by 10% in 2017. If such an increase is approved rates would increase from \$129.00 per foot to
27 \$142.00 per foot. In the past contracts were entered into with commercial vendors for three
28 year periods.

29
30 Clove stated that he does not believe it is appropriate to lock the Village into the same rate
31 structure for commercial vendors for three years, and would like that issue to be addressed
32 when the terms of the new contracts are negotiated.

33
34 *A motion was made by Clove, seconded by Duffy that the Marina Committee is recommending that*
35 *the commercial vendor lease fees at the Marina increase by 10% in 2017. Motion carried – All ayes.*

36
37 **Item No. 4. Discussion regarding renewal of Commercial Vendor Leases/RFP's for**
38 **commercial vendors; Consider an appropriate motion for action if necessary:**

39 Discussion took place regarding renewal of Commercial Vendor Leases at the Marina and
40 the requirement that RFP's must be issued, and it was the consensus that the RFP's shall
41 clearly delineate what the already established commercial vendor slip rental fee will be. It
42 was also the consensus that Clove and Duffy shall meet with Jackson and Krauel to draft the
43 terms of the RFP and see that it is distributed in a timely fashion as vendor advertising
44 deadlines will come into play soon. The deadline for submission of proposals shall be
45 October 11, 2016.

46

1 Jim Robinson noted that in the past contracts for existing commercial vendors were simply
2 extended. Duffy and Jackson responded that that will no longer be possible.

3
4 *A motion was made by Duffy, seconded by Baker that staff is directed to prepare an RFP for*
5 *Commercial Vendor Leases at the Marina and see that the RFP is published and distributed in a*
6 *timely fashion. Motion carried – All ayes.*

7
8 Discussion took place regarding the possibility of imposing late payment fees for commercial
9 vendors in the new contracts, and it was the consensus that those documents shall contain a
10 late payment penalty clause.

11
12 **Item No. 5. Review of the draft 2017 budget for the Sister Bay Marina and discussion**
13 **regarding that document; Consider a motion to recommend approval to the Finance**
14 **Committee:**

15 A draft of the 2017 budget for the Sister Bay Marina was included in the meeting packets,
16 and the Committee members jointly reviewed that document. During the review process
17 Clove noted that in 2016 the budgeted amount for charges made for Administrative staff
18 wages was greatly exceeded. He also stated that he does not believe the proposed allocation
19 for administrative time in the 2017 Marina Budget is fair.

20
21 *It was the consensus that the Marina Budget for 2017 which was reviewed at this meeting shall be*
22 *amended in such fashion that Account Number 55105 – Wages, Admin. is reduced to \$18,945.*

23
24 *A motion was made by Clove, seconded by Anderson that the Marina Committee recommends that the*
25 *Marina Budget for 2017 which was reviewed at this meeting be approved as amended. Motion carried*
26 *– All ayes.*

27
28 *The Marina Committee members requested that in the future they see that “Budget To Actual”*
29 *Reports are provided to them on at least a quarterly basis. It was also the consensus that even though*
30 *everyone is very busy during the summer, monthly Marina Committee Meetings should still be*
31 *conducted. If necessary, those meetings could be scheduled for early mornings or evenings.*

32
33 • **Discussion regarding an RFP for engineering services for a fuel dock at the Sister Bay**
34 **Marina:**

35 *A motion was made by Duffy, seconded by Anderson that discussion regarding an RFP for*
36 *engineering services for a fuel dock at the Sister Bay Marina shall be tabled until a future meeting of*
37 *the Marina Committee. Motion carried – All ayes.*

38
39 **Item No. 5. Consider a motion to convene into executive session pursuant to Wis. Stats.,**
40 **§19.85(1)(f) to discuss personnel matters and consider financial, medical, social or personal**
41 **histories or disciplinary data with respect to specific persons, and preliminarily consider**
42 **specific personnel problems or investigation of charges against specific persons, which, if**
43 **discussed in public would be likely to have a substantial adverse effect on the reputation**
44 **of any person mentioned in such histories or data or involved in such problems or**
45 **investigations, and §19.85(1)(e) to deliberate or negotiate the purchase of public**
46 **properties, the investment of public funds, or conduct other specified public business,**
47 **whenever competitive or bargaining reasons require a closed session:**

Minutes of the September 21, 2016 Meeting of the Marina Committee

1 At 4:27 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee convene
2 into executive session pursuant to Wis. Stats., §19.85(1)(f) to discuss personnel matters and consider
3 financial, medical, social or personal histories or disciplinary data with respect to specific persons, and
4 preliminarily consider specific personnel problems or investigate charges against specific persons,
5 which, if discussed in public would be likely to have a substantial adverse effect on the reputation of
6 any person mentioned in such histories or data or involved in such problems or investigations, and
7 §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public
8 funds, or conduct other specified public business, whenever competitive or bargaining reasons require
9 a closed session.

10
11 A roll call vote was taken on that motion, and the Committee members voted in the following fashion:

12
13 Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Jungwirth – Aye.

14
15 Motion carried.

16
17 **Item No. 5. Consider a motion to reconvene into open session:**

18 At 4:21 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee reconvene
19 into open session. Another roll call vote was taken, and the Committee members again voted in the
20 following fashion:

21
22 Anderson – Aye; Baker – Aye; Clove – Aye; Duffy – Aye; Jungwirth – Aye.

23
24 Motion carried.

25
26 **Item No. 6. Consider a motion to take action, if required:**

27 No formal action was taken.

28
29 **Item No. 7. Consider a motion to discuss matters to be placed on a future agenda or**
30 **referred to a committee, official or employee:**

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

32
33 **Adjournment:**

34 A motion was made by Duffy, seconded by Anderson that the September 21, 2016 meeting of the
35 Marina Committee be adjourned at 5:28 P.M. Motion carried – All ayes.

36
37 Respectfully submitted,



39 Janal Suppanz,
40 Assistant Administrator

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

4
5 The September 1, 2016 special meeting of the Plan Commission was called to order by
6 Chairperson Dave Lienau at 5:34 P.M.

7
8 **Present:** Chairperson Lienau and members Scott Baker, Nate Bell, Don Howard, Marge
9 Grutzmacher, and Mary Kay Shumway. Shane Solomon arrived at 6:02 P.M.

10
11 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal
12 Suppanz

13
14 **Others:** Ron Kane, Ron and Barbara Sense, Bill Becker, Chris Schmeltz and Jim Lundstrom.

15
16 **As to the minutes for the August 23, 2016 meeting of the Plan Commission:**

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

19
20 **Business Items:**

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

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

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

34
35 *A motion was made by Howard, seconded by Baker that the Plan Commission approves the*
36 *amendment to the Preliminary Plat for the Sister Bay Market Place PUD, (a/k/a "The Braun*
37 *Property"), which was reviewed at this meeting as presented. Motion carried - All ayes.*

38
39 Preliminary architectural and site plans which were submitted by JACO Management for a
40 building to be constructed on Lot 8 of the Sister Bay Market Place Property were included in
41 the meeting packets and the Commission members jointly reviewed those documents. Chris
42 Schmeltz was present and noted that the building he would like to construct is a story and a
43 half in size and will also have a basement seating area. The proposed building will house an
44 upscale restaurant, and "Smart Siding" which resembles wood will be utilized. There will be
45 a 6' setback from the back of the Mill Road sidewalk.

46
47 Jackson noted that Schmeltz informed him that he will be applying for a 300 seat liquor
48 license. He also noted that all the people who have submitted Offers To Purchase for lots in

1 Sister Bay Market Place thus far have seen the previously mentioned plans and didn't
2 express any objections to them.

3
4 *It was the consensus that some Door County stone, (approximately 36" high sections), should be*
5 *utilized on the bottom portion of the building, and that awnings and decorative trim or "gingerbread"*
6 *(moldings/trim) shall be added. Schmeltz presented a photo of the front façade of "The Tortoise Club"*
7 *in Chicago, and the Commission members indicated that they would like to see the front façade of the*
8 *proposed building resemble that structure. They also indicated that the glass panels on the upper level*
9 *of the building were acceptable, but they would like the railing and support structure to have some*
10 *architectural cohesion with the rest of the building.*

11
12 *Schmeltz was instructed to see that revised plans which incorporate all of the previously mentioned*
13 *architectural features are prepared and presented to Jackson so that they can be considered at a future*
14 *meeting of the Plan Commission.*

15
16 **Item No. 1. Discussion regarding architectural plans for the Stony Ridge Development**
17 **Expansion project; Consider a motion to approve or amend presented plans:**

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

24
25 Shumway expressed concerns about aesthetics on STH 57, and Jackson noted that at some
26 point a Landscaping Plan for the buildings must be approved by the Plan Commission.
27 Before Garot can receive any Occupancy Permits all required landscaping must be
28 completed.

29
30 *A motion was made by Baker, seconded by Bell that the architectural plans for the three eight unit*
31 *apartment buildings to be constructed in the Stony Ridge Expansion Project which were reviewed at*
32 *this meeting are approved as presented. Motion carried – All ayes.*

33
34 **Item No. 2. Discussion regarding a recommendation from the Parks Committee to**
35 **reconsider the "goat finial" option for the Village's Wayfinding Signage Project; Consider**
36 **a motion to confirm the Parks Committee's recommendation and forward it on to the**
37 **Village Board for final approval:**

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

41
42 *A motion was made by Howard, seconded by Grutzmacher that the Plan Commission recommends*
43 *that the Village Board accept the recommendation of the Parks Committee and reconsider the "goat*
44 *finial" option for the Village's new wayfinding signage. If the Board agrees to reconsider the finial*
45 *option, the Plan Commission is recommending that the employees from Living Labs be instructed to*
46 *amend the wayfinding signage plans in such fashion that the goat finial depicted on the drawing*
47 *which was included in the meeting packets is utilized. Motion carried with Shumway opposed.*

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

1 Jackson gave the following oral report:

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

25

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

28 *The next meeting of the Plan Commission will be conducted at 8:00 P.M. on Tuesday, September 27,*
 29 *2016. There were no referrals to committees, officials or employees or recommendations for future*
 30 *agenda items.*

31

32 **Adjournment:**

33 *A motion was made by Grutzmacher, seconded by Solomon to adjourn the September 1, 2016 meeting*
 34 *of the Plan Commission at 7:11 P.M. Motion carried - All ayes.*

35

36 Respectfully submitted,

37 

38

38 Janal Suppanz,

39

39 Assistant Administrator

1 Lienau asked if anyone wished to comment regarding the proposed Condo Plat.

2
3 *Kurt Pagel, who owns a residence on Parkview Drive, pointed out the following factors:*

- 4 • *He believes the building Gokey intends to construct is too high.*
- 5 • *He understands that there is the possibility of creating a PEDD, (Premier Economic*
6 *Development District), in the area in question and doesn't believe another liquor*
7 *license is needed in the Village.*
- 8 • *He would like to see decibel readings taken from Gokey's property line when concerts*
9 *are conducted.*
- 10 • *He is concerned that parking issues will arise in the area in question.*
- 11 • *He sincerely hopes that anyone who purchases a unit in Gokey's building "loves very*
12 *loud music".*

13
14 *Denise Bhirdo asked for clarification as to some of the architectural features of Gokey's*
15 *building and also asked if parking requirements have been met, and Lienau reiterated that all*
16 *required Village Board and Plan Commission approvals have already been granted for all*
17 *those aspects of the development.*

18
19 *At 8:19 P.M. Lienau asked if anyone else wished to comment, and when no one responded he declared*
20 *that the public hearing was officially closed.*

21
22 Shumway stated that she firmly believes it is improper for the Plan Commission to approve
23 of any actions which will result in a developer realizing monetary gain, and, therefore, she is
24 opposed to approval of the Condo Plat which was submitted by Gokey.

25
26 *A motion was made by Howard, seconded by Baker that the Plan Commission recommends that the*
27 *Condo Plat for Village of Sister Bay Parcel No. 181-21-0201A which was reviewed at this meeting be*
28 *approved as presented. (That property is commonly referred to as "The Mill Road West/Gokey*
29 *Development Site".) Motion carried with Shumway and Grutzmacher opposed.*

30
31 *At 8:31 P.M. a brief recess was taken and the Plan Commission reconvened at 8:40 P.M.*

32
33 **Item No. 2. Preliminary discussion regarding a project which is being proposed by Todd**
34 **Frisoni for the Door County Ice Cream Factory; Consider appropriate motions for action:**

35 *At 8:32 P.M. Shumway recused herself due to a potential conflict of interest and left the room.*

36
37 Site plans, a foundation plan, floor plans and architectural drawings for a building Todd
38 Frisoni would like to construct on his property at 10674 N. Bay Shore Drive were included in
39 the meeting packets, and the Commission members jointly reviewed those documents. (That
40 building will house the new Door County Ice Cream Factory.) During the review process
41 Frisoni noted that there are some wetlands on the property in question, but those wetlands
42 were taken into consideration when the plans were prepared and are clearly delineated.
43 Jackson noted that any approvals which are issued by the Village will only take the
44 provisions of the Village's Zoning Code into consideration and will not supersede any State
45 or DNR rules, regulations or laws related to development around wetlands. The Village's
46 Engineer will eventually be asked to delineate any wetlands which are on the property, and
47 Frisoni will be required to submit a compliant Stormwater Management Plan and execute
48 any and all applicable legal documents. Jackson noted that the driveway access to the Frisoni

1 property will be off of Spring Road, and suggested that the Plan Commission not require
 2 Frisoni to install pole mounted parking lot lights. It was the consensus that some type of low
 3 profile parking lot lights shall be utilized instead.

4
 5 *The Commission members indicated that they like Frisoni's proposed building very much, but would
 6 like to see:*

- 7 • *A photograph or manufacturer's pamphlet which depicts the style of roll-up door Frisoni*
 8 *would like to install on the building;*
- 9 • *A Parking Plan;*
- 10 • *Physical samples of the building façade materials;*
- 11 • *Screening for dumpsters;*
- 12 • *A Landscaping Plan;*
- 13 • *Screening for the HVAC hood system for the building; and,*
- 14 • *A Lighting Plan.*

15
 16 *All those items will be reviewed at a future meeting of the Commission.*

17
 18 *Shumway returned to the table at 9:04 P.M.*

19
 20 **Item No. 3. Review of the façade materials and architectural design of proposed buildings**
 21 **to be constructed on Village of Sister Bay Parcel No. 181-00-08312822W, which property**
 22 **has been assigned an address of 2450 Bittersweet Lane and is commonly referred to as**
 23 **"The Schaffer Property"; Discussion regarding the façade materials and the architectural**
 24 **design proposal; Consider motions for action if appropriate:**

25 Jackson noted that neither Bill Anderson nor Steve Chomeau were able to attend this
 26 meeting, and then presented siding, trim and color samples which had been provided to him
 27 by Chomeau. He also noted that architectural drawings and diagrams depicting the type of
 28 landscaping/screening Anderson intends to install had been included in the meeting
 29 packets, and the Commission members jointly reviewed all of that documentation.

30
 31 *During the review process the Commission members approved the proposed siding, trim and color*
 32 *samples which were presented at this meeting, but indicated that they would like to see:*

- 33 • *Spec. sheets for the type of parking lot/ground lighting Frisoni would like to install;*
- 34 • *Screening on the ends and backs of the buildings which face residential areas; and*
- 35 • *Trim work added to the backs and ends of the buildings.*

36
 37 *Shumway noted that she still believes the screening depicted on the previously mentioned diagrams is*
 38 *inadequate, especially in light of the fact that it abuts a residential neighborhood.*

39
 40 *It was the consensus that a double row of staggered evergreens which are 6' tall or larger at the time of*
 41 *planting, with deciduous trees interspersed at a height above the evergreens shall be provided. There*
 42 *can be no more than 20% visibility of any of the structures at or below the height of any of the*
 43 *evergreens.*

44
 45 *A motion was made by Solomon, seconded by Shumway that the Plan Commission approves of the*
 46 *architectural drawings and diagrams which were reviewed at this meeting for the proposed buildings*
 47 *to be constructed on Village of Sister Bay Parcel No. 181-00-08312822W, as well as the siding, trim*

1 *and color samples for those buildings, on the condition that all the previously mentioned conditions*
 2 *must be complied with. Motion carried – All ayes.*

3
 4 **Item No. 4. Discussion on a request from Jerry Zaug of the Country House Resort to**
 5 **abandon public rights-of-way servicing his properties; Consider an appropriate motion**
 6 **for action:**

7 *At 9:35 P.M. Baker recused himself due to a potential conflict of interest and had a seat in the*
 8 *audience.*

9
 10 Jerry Zaug recently informed Jackson that an extension of N. Highland Road and an
 11 extension of Sunny Court are surrounded by property which is owned by his company,
 12 Zaug Enterprises. It is Zaug's contention that neither of the road extensions serve a public
 13 purpose or are maintained by the Village. Therefore, he is asking that the Village abandon
 14 them. Jackson agrees that both of the previously mentioned road extensions should be
 15 abandoned, but in order for that to occur a Public Hearing must be conducted. The Village
 16 Attorney will also have to draft appropriate paperwork, and it will be necessary for Zaug to
 17 execute a very basic Development Agreement in which he agrees to pay any and all expenses
 18 related to the abandonments.

19
 20 *A motion was made by Bell, seconded by Solomon that the Plan Commission recommends that*
 21 *Village officials enter into a Development Agreement with Jerry Zaug to cover expenses related to*
 22 *abandonment of extensions of N. Highland Road and Sunny Court, and after all applicable*
 23 *documentation has been drafted by the Village Attorney and has been executed, a public hearing shall*
 24 *be conducted. Motion carried – All ayes.*

25
 26 *At 9:44 P.M. Baker returned to the table.*

27
 28 **Item No. 5. Report by the Zoning Administrator regarding development activities, various**
 29 **enforcement actions, and issuance of Sign and Zoning Permits:**

30 Jackson gave the following report:

- 31 • After examining wave action on the drainage outfall pipes by the beach, employees
 32 from JJR and Village staff members have noticed impaction by small stones. A
 33 myriad of solutions to this problem have been considered, but a stone breakwater
 34 will be created this fall.
- 35 • Engineering work is complete on the Harbor View Project. The developer is now
 36 advertising for bids for the required site work.
- 37 • Construction is actively under way on the Stony Ridge Expansion Project.
- 38 • Construction is being completed on the Niagara Ridge Project.
- 39 • Lack of parking has been identified as an issue in the Village. Jackson and several of
 40 the Village Board members contend that there isn't a parking problem; there is a
 41 transportation problem, and, therefore, the Finance Committee has recommended
 42 that the Village run a trolley 3 days a week/12 hours per day for six weeks during
 43 "the season" as a pilot program for mass transit in the Village. This issue will be
 44 formally addressed during the public hearing on the 2017 budget for the Village of
 45 Sister Bay.
- 46 • At the moment development of the Braun property is consuming the vast majority of
 47 his time. Engineering is finalized, and hopefully bids for all the required site work
 48 and sewer and water connections will be presented to the Commission members in

1 the near future. A few serious “snags” have arisen, but hopefully those issues will be
 2 resolved in the next few weeks. Construction is proposed to commence immediately
 3 after Fall Fest.

- 4 • There is an incredibly immense volume of work product, citizen interaction, service
 5 delivery and analysis that takes place behind the scenes, and it would not surprise
 6 him at all if development were to occur on every site identified in the Village’s
 7 Redevelopment Plan by the end of 2018.
- 8 • The 2017 budget process is well underway, and a very modest tax increase is
 9 expected.
- 10 • The Sister Bay Moravian Church would like to repair/replace their existing off-site
 11 directional signage, and church officials have presented a drawing of a sign they
 12 would like to erect on property which is owned by Ken Church. A copy of that
 13 drawing was included in the meeting packets. Church has granted permission for the
 14 repaired/replacement sign to be erected on his property.

15
 16 *The Commission members noted that the Village’s Sign Code dictates that a Conditional Use Permit is*
 17 *required when a replacement sign is erected in a residential district, and, therefore, officials from the*
 18 *Sister Bay Moravian Church shall be informed that if they wish to erect the sign depicted on the*
 19 *drawing which was reviewed at this meeting on Ken Church’s property they must submit a*
 20 *Conditional Use Permit Application and pay the required fees.*

21
 22 Chris Schmeltz presented revised architectural drawings of the building he would like to
 23 construct on the Braun property, and asked that the Commission members look at the
 24 drawings to see if the renderings depict what they had in mind.

25
 26 Denise Bhirdo asked why the Plan Commission is even looking at architectural drawings for
 27 a building to be constructed on the Braun property if site plans have not been approved yet,
 28 and also asked where the required parking for the lot in question was. Jackson and Lienau
 29 responded that the Site Plan has already been approved for the lot in question. They also
 30 noted that parking requirements will not come into play as a PUD was created for Sister Bay
 31 Marketplace. Bhirdo responded, “I have never been so upset and am very disappointed.”
 32 She then left the room.

33
 34 **Item No. 3. Matters to be placed on a future agenda or referred to a committee, official or**
 35 **employee:**

36 *It was the consensus that:*

- 37 • *Review of plans and façade materials for the Door County Ice Cream Factory Building shall*
 38 *take place at a future meeting of the Plan Commission.*
- 39 • *A public hearing shall be scheduled regarding Jerry Zaug’s request for the Village to abandon*
 40 *an extension of N. Highland Road and an extension of Sunny Court after all required*
 41 *documentation has been prepared by the Village Attorney and is executed by the required*
 42 *parties.*
- 43 • *Sister Bay Moravian Church officials shall be informed that the Plan Commission indicated*
 44 *that a Conditional Use Permit will be required if they wish to erect a replacement sign on Ken*
 45 *Church’s property.*

1 **Adjournment:**

2 *A motion was made by Grutzmacher, seconded by Howard to adjourn the meeting of the Plan*
3 *Commission at 10:10 P.M. Motion carried - All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz,

8 Assistant Administrator

- 1 • Membership renewal/new member recruitment will begin on October 1, 2016.
 2 Membership fees will remain the same as last year. In the past a \$25 discount was
 3 applied for early sign-up regardless of the total amount of the membership fee.
 4 Going forward, a straight 10% discount will apply to all early sign-ups and will
 5 be calculated on the total amount due. Membership packets which include an
 6 informational brochure about the SBAA and the benefits of membership, pre-
 7 filled membership forms and a Sister Bay brochure will be personally distributed
 8 by staff members to all SBAA members.

9
 10 *The Country Walk Owner's Association pays a membership fee but that organization*
 11 *does not have a website or a Facebook presence. Individual Country Walk business*
 12 *owners also pay membership fees, and Milligan is wondering if, to be fair, the Association*
 13 *should be given some type of accommodation or be charged a reduced membership fee. The*
 14 *suggestion was made that at least one special event be conducted on the Country Walk*
 15 *grounds in 2017. This issue will be addressed at length during the budget process.*

- 16
 17 • A brief member survey has been prepared and will be distributed to the SBAA
 18 members in the next couple weeks. The purpose of this survey is to measure
 19 member perception about the SBAA and its value.
 20 • At the August Coordinator's Meeting the primary topic of discussion was
 21 cooperative advertising. The group designated *Edible Madison* and *Silent Sports* as
 22 the preferred publications. With the exception of the community concert poster,
 23 there was no paid co-op advertising in 2016.

24
 25 **Item No. 5. Committee Reports:**

26 There were no committee reports.

27
 28 **Discussion Items:**

29 **Item No. 6. Discussion regarding the Annual Fall Meeting:**

30 Discussion took place regarding the Annual Fall Meeting, and it was the consensus that
 31 this year the Annual Meeting shall be conducted in an actual meeting room and that
 32 appetizers shall be served. The tentative meeting date is Thursday, October 27, 2016.
 33 Milligan will book a facility and see that invitations are prepared and included in the
 34 membership packets.

35
 36 **Item No. 7. Discussion regarding Marina Fest:**

37 Milligan was able to sell a lot of SBAA logo wear during Marina Fest, and he heard a
 38 number of positive comments about the festival. Some of the non-profit food vendors
 39 had lower than average sales, but the cheese curd guy and the kettle corn guy had very
 40 good sales.

41
 42 *At 8:59 A.M. Larsen indicated that he had another obligation and left the meeting.*

43
 44 **Item No. 8. Discussion regarding the 2017 budget:**

45 Work will commence on the 2017 SBAA budget in the near future.

46
 47

1 Item No. 9. Discussion regarding Board member replacement:

2 Tom Brown and Collin and Sara Doherty have expressed interest in serving on the
3 SBAA Board of Directors.

4
5 *A motion was made by Gajda, seconded by Kane that Tom Brown and Collin and Sara Doherty*
6 *shall all be appointed alternate members of the SBAA Board of Directors. Motion carried – All*
7 *ayes.*

9 Item No. 10. Discussion regarding the Advisory Board:

10 The first meeting of the SBAA Advisory Board took place on August 26, 2016. Another
11 meeting will be conducted on September 8, 2016. During a brainstorming session the
12 members of the group identified the following issues or “probortunities”, (barriers or
13 looming issues which impede change):

- 14 • “Uptown” vs. “downtown”.
- 15 • There is a general perception that “it’s the Village vs. the SBAA”.
- 16 • There is a lack of business involvement and volunteers primarily because of
17 staffing issues and a general lack of interest.
- 18 • SBAA event/activity planning is generally done in a vacuum, often-times out of
19 necessity.
- 20 • What is the SBAA – A business association resource or an event planner?
- 21 • Marketing is generally done around events not business activities.

22
23 The Advisory Board will be meeting again tonight.

25 Item No. 11. Discussion regarding light pole flags/banners:

26 Milligan has been doing research regarding light pole banners. The prices, styles and
27 quality of banners which are available vary greatly, but Sierra Banners does have a wide
28 range of product offerings that are reasonably priced, and they have provided custom as
29 well as stock banners for a number of cities and villages throughout the U.S. The woman
30 he spoke with from Sierra Banners indicated that flex brackets will probably be required
31 as the standard light pole banner brackets tend to bend and don’t flex when it’s windy.
32 The cost of a standard stock banner is \$62.00, and the flex brackets for it cost \$82.00 per
33 set. It was the consensus that Milligan shall order a sample banner as well as a set of flex
34 brackets from Sierra Banners ASAP. The samples will be examined at a future Board
35 meeting.

37 Item No. 12. Festivals & Events:

- 38 • **Concerts/Performances/Movies in the Park:**

39 Attendance at concerts and movies in the park has been good and the series
40 drew to a close on September 4th. Social media response to the concert and movie
41 line-ups has been overwhelmingly positive. Final numbers are not all in, but
42 gross concession sales are in the \$5,800 range. Movies and afternoon concerts
43 generated the least amount of concession sales. A “wrap-up” meeting will be
44 scheduled in the near future.

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

2 Morning rain made for a slow start to the Door County Festival of the Arts but
3 attendance increased during the afternoon hours. Two artists received refunds
4 due to personal conflicts and two of them withdrew from the festival when they
5 saw that it was raining. The student artists and activities tents were very well
6 received.

7
8 • **Fall Fest:**

9 Planning for Fall Fest is progressing well. Primary goals this year include
10 increasing wrist band compliance, parade participation and arts & crafts vendor
11 engagement. All the children's activities have been booked, and this year a 50/50
12 raffle and a float contest will be conducted. A media release has been issued
13 regarding the parade and Milligan is working on confirmation of marching band
14 participation. Unfortunately the Soap Box Derby "died on the vine", primarily
15 due to the increased cost of the car kits at \$800 and general lack of interest. Ten
16 non-profit organizations have confirmed that they will be participating in Fall
17 Fest, 2016. The Fall Fest poster should be distributed by September 20, 2016. The
18 schedule of events will not be included on the poster this year and on-line banner
19 advertising will not be done. Instead, there will be a bigger social media push
20 with weekly posts featuring arts & crafts offerings, parade photos, etc. Vendor
21 permits will be issued sometime during the week of September 19, 2016. All
22 existing Fall Fest merchandise has been inventoried, cleaned up, organized and
23 priced for liquidation at Fall Fest.

24
25 *Those in attendance at the Annual Meeting indicated that they only want to see the Fall
26 Fest ping pong ball drop conducted if a helicopter is used. Milligan is having difficulty
27 finding a helicopter operator who would be willing to participate, and the pilot who did
28 express interest has indicated that he wants to be paid at least \$1,200 in advance. If it
29 rains, a refund will not be issued. It was the consensus that if at all possible the ping
30 pong ball drop should still be conducted. However, since time is of the essence and a
31 number of logistical issues will come into play, the Board members agreed that the final
32 decision regarding the fate of this activity shall be made by the members of the Fall Fest
33 Committee.*

34
35 **Item No. 13. Discussion regarding vendors in the park; Consider a motion for action:**

36 *There is a provision in the draft RFP for Vendors in the Park which was prepared by the Village
37 Administrator that the Parks Committee, the SBAA Board of Directors and the Village Board
38 will choose the vendors who will actually be allowed to do business in Waterfront Park.
39 Discussion took place regarding this issue, and it was the consensus that the SBAA Board of
40 Directors would like to respectfully decline the opportunity to participate in the vendor selection
41 process. Kane will discuss this issue with the Village Administrator ASAP.*

42
43 *The next meeting of the SBAA Board of Directors will be conducted at 8:00 A.M. on Thursday,
44 October 6, 2016.*

1 **Adjournment:**

2 *A motion was made by Bittorf, seconded by Gajda to adjourn the September 7, 2016 meeting of*
3 *the SBAA Board of Directors at 9:25 A.M. Motion carried – All ayes.*

4

5 Respectfully submitted,



6

7 Janal Suppanz, Secretary