AMENDED Board of Trustees Meeting Agenda

Tuesday, January 31, 2017 at 6:00 P.M.

Sister Bay Fire Station- Mill Rd

(THIS MEETING WAS ORIGINALLY SCHEDULED FOR JANUARY 17, 2017, BUT WAS CANCELLED BECAUSE OF INCLEMENT WEATHER.)

For additional information check: www.sisterbaywi.gov

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

Deviations from the agenda order shown may occur.

Call Meeting to Order
Roll Call
Approval of agenda and minutes as published
Comments and Correspondence
New Village Board Business Items

1. Discussion and consider a motion to act on a recommendation of the Plan Commission and adopt Resolution 341-122716,Approving a CSM for parcels 1810008312833F Flint Ridge Rd, commonly addressed as 2454 Flint Ridge Rd and referred to as "the Sense Property".
2. Discussion and consider a motion to act on a recommendation of the Plan Commission and adopt Ordinance 246-122726, Authorizing a rezoning request for lot 3 on parcel 1810008312833F for Ron and Barb Sense at 2454 Flint Ridge Rd from B-1 to R-3.
3. Review of a contract proposal from Action Appraisals for Assessment Services; Consider an appropriate motion for action.
4. Discussion on an amendment to the Boathouse Development Agreement; consider an appropriate motion for action.
5. Discussion and consider a motion to act on and adopt Resolution 342-122716, approving a recommendation to amend the 2016 budget.
6. Discussion on a recommendation from the Parks Committee and consider a motion for action on Resolution № 343 – 122716 Amending the 2017 Village of Sister Bay Parks Budget for Seasonal Decorations.
7. Consideration of granting of a 300 seat alcohol license to CHOP; consider an appropriate motion for action.
8. Consider a motion to discuss and amend the Village's Bylaws.
9. Consider a motion to discuss and confirm President Lienau's Appointments.
10. Report on County activities from the County Supervisor, Dave Lienau.
11. Review of the financial statements and consideration of a motion to approve the monthly bills.
12. Report by the Village Administrator on Village Activities and Projects.
13. Discussion on a recommendation of the Parking Committee and approve a contract for engineering work with REL for work on the Dahlstrom site; consider an appropriate motion for action.
14. Discussion on a recommendation of the Utilities Committee and approve a contract for work by Crane Engineering for work on the old Swamp Pump; consider an appropriate motion for action.
15. Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1 (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and Wis. Stats., §19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
16. Consider a motion to reconvene into Open Session.
17. Consider a motion to take action, if required.
18. Discussion regarding matters to be placed on a future agenda or referred to a Committee, official or employee.

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

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

Adjournment

Public Notice

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

I hereby certify that I have posted a copy of this agenda at the following locations:

☐ Administration Building ☐ Library ☐ Post Office

_____ / _____

Name Date

VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES
WEDNESDAY, DECEMBER 7, 2016
SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD
UNAPPROVED VERSION

The December 7, 2016 meeting of the Village of Sister Bay Board of Trustees was called to order by Village President Dave Lienau at 4:31 P.M.

Present: President Lienau and Trustees Scott Baker, Kathy Enquist, Nate Bell, Pat Duffy and John Clove. Denise Bhirdo arrived at 5:02 P.M.

Staff Members: Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

Others: Ron Kane

Approval of the Agenda as published:
A motion was made by Duffy, seconded by Baker that the Agenda for the December 7, 2016 meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All ayes.

Approval of the minutes for the November 16, 2016 meeting of the Village Board:
A motion was made by Clove, seconded by Baker that the minutes for the November 16, 2016 meeting of the Village Board be approved as presented. Motion carried – All ayes.

Comments and correspondence:
Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.

Enquist noted that the Door County Visitor Bureau is running a "Vote For Your Favorite Community" contest, and encouraged those present to vote for the Village of Sister Bay. At the present time Sister Bay is in the lead.

Item No. 1. Discussion regarding and consideration of a motion to award a contract for public construction of infrastructure and surface improvements on the Sister Bay Marketplace (Braun) Property to PTS Construction of Green Bay, WI in the amount of $274,180 plus a contingency of $13,705:
Bids were recently solicited for lot grading, installation of concrete sidewalk, and installation of sanitary sewer, storm sewer, and water main to service the proposed buildings within Sister Bay Marketplace, and Lee Novak of Robert E. Lee & Associates has recommended that the Village accept the bid which was submitted by PTS Contractors of Green Bay, WI in the amount of $274,180.00. He has also recommended that a contingency of $13,705.00 be required.

A motion was made by Baker, seconded by Bell that the Village Board accepts the bid of $274,180.00 which was submitted by PTS Contractors of Green Bay, WI for lot grading, installation of concrete sidewalk, and installation of sanitary sewer, storm sewer, and water main to service the proposed buildings within Sister Bay Marketplace, on the condition that a contingency of $13,705.00 will be

required. The concrete sidewalk shall be installed east of the proposed buildings within Sister Bay Marketplace. Motion carried – All ayes.

Item No. 2. Consider a motion to discuss and confirm President Lienau's appointments:
Lienau indicated that he didn't wish to recommend any appointments at this time. He did note that he may be recommending some new appointments at the next meeting of the Village Board.

Item No. 3. Report on County activities from the County Supervisor, Dave Lienau:
The County Board has not met recently, but the County's Property Committee has agreed to let the Aging/Disability Resource Center Project for bids. When bids are received they will be reviewed by the County's Property Committee, and if all goes well a recommendation will be made to the County Board sometime in January.

Item No. 4. Review of the financial statements and consideration of a motion to approve the monthly bills:
It was the consensus that financial statements and monthly bills should be reviewed at the December 27, 2016 meeting of the Village Board.

Item No. 5. Report by the Village Administrator on Village activities and projects:
Jackson noted that he didn't have anything further to report.

Committee Reports:
It was the consensus that no Committee Reports should be given until the December 27, 2016 meeting of the Village Board.

Item No. 6. Consider a motion to convene into executive session pursuant to Wis. Stats., §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, and Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session:
At 4:54 P.M. a motion was made by Lienau, seconded by Clove that the Village Board convene into executive session pursuant to Wis. Stats., §19.85(1)(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, and Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was taken on that motion and the Board members voted in the following fashion:

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

Motion carried.

Item No. 7. Consider a motion to reconvene into open session:
At 5:19 P.M. a motion was made by Lienau seconded by Clove that the Village Board reconvene into open session. Another roll call vote was taken and the Board members voted in the following fashion:

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

Motion carried.

Item No. 8. Consider a motion to take action if required:
A motion was made by Baker, seconded by Bell that the Village Board passes and adopts Resolution No. 344 which authorizes the sale of Lot 5 within Sister Bay Marketplace to Al and Judith Lohman for $75,000.00. Motion carried – All ayes.

A motion was made by Enquist, seconded by Clove that the Village Board passes and adopts Resolution No. 345 which authorizes the sale of Lot 4 within Sister Bay Marketplace to Richard and Celeste Wegman for $75,000.00. Motion carried – All ayes.

A motion was made by Clove, seconded by Baker that the Village Board passes and adopts Resolution No. 346 approving conveyance of the Sister Bay Marketplace Property by the Village President and Village Clerk. Motion carried – All ayes.

Adjournment:
A motion was made by Clove, seconded by Baker to adjourn the meeting of the Village Board at 5:21 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Assistant Administrator

Janal Suppanz

From: Pat Wisner [mizwiz@charter.net]
Sent: Monday, January 02, 2017 10:27 AM
To: Janal Suppanz
Subject: Happy New Year

Hi, no, this isn't anything about the Sister Bay Historical Society.
However, we were at the fireworks on Saturday evening and they were spectacular!! We got there early enough to get a good parking place and stay put, but we saw so many folks with children of all ages trudging through the snow to stand and admire (no blankets to sit on - imagine that!!). We were astounded at how many people came for the show; I'm guessing there were at least a couple hundred cars in the area, many filled with families. Kudos to the Village for this nice display!! We were also pleased to see the Village hopping as we drove over - all the restaurants and many stores were open and busy. Combine that with the incredible lighting display accomplished by the Village elves and you have a wonderful place to be over the holiday season. I hope your column can contain some of this praise. Kudos to the planners, the doers, the clean-up folks, and all the powers that be who arranged all this Christmas season beauty.

So, now can we tell the tourists to go home so we can enjoy the area ourselves??!!! Pat

Nicolet
NATIONAL BANK

November 3, 2016

Dave Lienau
Village President
111 Autumn Court
Sister Bay, WI 54234

RE: Sister Bay Economic Development Committee

Dear Dave,

I am retiring from Nicolet National Bank this coming January.

Because of my future retirement I am submitting my resignation from the Sister Bay Economic Development Committee.

I have enjoyed my time working on the committee and providing input to the Village on economic development activities in Sister Bay. I think the Village has done an excellent job in improving the overall economic health of the business community with their development activities. Keep up the good work!

Sincerely

Larry Gajda

Larry L. Gajda
Community Relations Vice President
Nicolet National Bank

111 North Washington St ■ PO Box 23900 ■ Green Bay WI 54305-3900 ■ P 920-430-1400 ■ F 920-430-7581

RECEIVED NOV 21 2016

Al Johnson's
Swedish Restaurant,
and Butiks, Inc.
Established 1949

Nov. 16 2016

SISTER Bay Zoning
BOARD,

Help, can't you do something about all the ugly garbage-cans OUT FRONT OF PEOPELS Houses, Near AROUND!!! on N. Bay SHORE In SISTER Bay!!!
It look like "Skid-ROW"!
Hoping for your Co-operation.

// August Johnson

702 BAY SHORE DRIVE • P.O. BOX 257 • SISTER BAY, WISCONSIN 54234
Phone 920/854-2626 • 800/241-9914 • Fax 920/854-9650

From: Mary RR
To: Zeke Jackson
Subject: Village Park
Date: Monday, November 14, 2016 11:53:15 AM

Werner and Mary Sperzel
17745 St. James Rd.
Brookfield, WI 53045
November 10, 2016

Zeke Jackson
Village Administrator
Sister Bay, WI 54234

Dear Mr. Jackson

Please read and include this in the Minutes at the next Village Board Meeting.

We are aware there is legal action between the Village of Sister Bay and the Yacht Club at Sister Bay but we are writing you as neighbors of the beautiful village park and not as representatives in any way of Yacht Club at Sister Bay. Please consider the following as you plan activities and events at the Waterfront Park and Amphitheater for the coming summer season. Your decisions will impact and affect the enjoyment as well as the health of residents and tourists who live or stay in close proximity of the Park.

After many years of visiting and staying in Sister Bay, my wife and I bought a condo at the Yacht Club of Sister Bay. The Helms Resort was still in existence. Helms was not a beautiful resort but the owners were a nice and a very considerate neighbor. Then the old tired Helms closed and the village acquired the property, the park grew larger and ended directly next door to our unit. Before the beach expansion and Amphitheater there were concerts in the old band shell and an occasional wedding or event with a DJ or live music. It was rare for these events to pose a nuisance to us.

The village then expanded the sand beach, built the groin and built the Amphitheater.
The Amphitheater is in a small park that is in a residential neighborhood with numerous neighbors to the west, southwest and on top of the bluff; it's not out in the country.
During and after the first concert in the new Amphitheater that we were exposed to at our condo my wife and I just shook our heads. How could anything that loud be allowed and worse yet so late into the night (11:30). We don't have or need a decimeter, the music was much louder than it needed to be. The noise is so loud and amplified for most of the concerts it’s difficult to enjoy any activities. We tried to eat outside on our balcony during one of the concerts the noise was so loud the plates, glasses and silverware vibrated on the table and

inside the artwork was vibrating on the walls.

Movie nights are almost as bad. We have to close all our windows and turn the TV way up to avoid hearing every word of dialog from the movies in the Park. People attending these events can come and go as they chose. We don't have a choice but to hear the sounds. We are held hostage until the event is over. The area is a residential neighborhood and we should be able to go to bed anytime we want and not have to wait for a concert to end or for blaring wedding music to stop.
We have been upset about the park noise and late closing for the last 2 summers but it was the noise from the wedding on Saturday, September 24, 2016 that finally led us to write this letter. The music that was so loud that the art work on the inside walls of our condo once again vibrated. What event have you ever had at your home that made the pictures on your walls vibrate? Normal posted night closing hours for the park is 10:00 pm. When the Village Administrator gives an event a variance for both noise and ending time of the event as he did again for the September 24 event not only did the excessively loud music go on past ten PM, in this case 11:15 PM, the people attending the event continued to break up for an additional 45 min or longer. The event staff ended up breaking down things and this took several more hours. On September 24, there were still caterers, band members or wedding guests in the park after
1:00 AM when we were finally able to fall asleep. This happened in a park that has a posted closing time of 10:00 PM.

We get the part that we are next to a park and there is going to be noise. Things like kids screaming at the top of their voice that the water is cold or something to mom or dad are sounds expected in a park. Those are great fun and exciting noises as are the ones from a volleyball game. We also understand that the park might be used for concerts and weddings but not at noise levels that are disruptive to the residents around the park. If any of the Village Board members lived with the Amphitheater or park events facing them this noise probably wouldn't be allowed to continue.

Explain to us why we can't talk normally to someone inside our condo with the windows shut during concerts but need to raise our voices to be heard by someone in the same room.

Explain to us why we can't plan events at our condo on the dates that there is a live band in the park knowing anyone attending our event won't be able to hear themselves think or talk to us without yelling.

Explain to us the benefit of giving most events a noise or time variance. Who benefits?
It's not your neighbors.

Explain why the park is exempt from decibel ordinances and who is on site to self-regulate the appropriate noise decibel level and closing time of an event.

Explain who determines the “flexibility in the types of noise at different hours in the park”. Music near or above 85 decibels at 10 AM or 10 PM is a disturbance to the residents around the park.

Explain why bands aren’t informed there is a noise and time ordinance

Explain to us why it's ok to aggravate most of your neighboring residents (and taxpayers) west and northwest of the park late into the night for a $150.00 set up fee and $250.00 park rental fee.

Please explain to us how any of this makes sense.

Can’t something be worked out so the Village Board, Village Administrator and neighborhood residents and visitors are all happy and can enjoy their time in Sister Bay?

Thank you for your attention to our concerns and the courtesy of a response would be appreciated.

Your neighbors

Werner Sperzel
Mary Sperzel
YCSB 432 E & F

VILLAGE OF SISTER BAY
BOARD REPORT

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

Meeting Date: January 17, 2017

Recommendation: Consider a motion to approve Resolution No. 341-122716 Approving a Certified Survey Map for the Portion of Village of Sister Bay Parcel No. 181-0008312833F Located at 2454 Flint Ridge Rd.

Background: This CSM is at the request of the owner, and is intended to fulfill a number of private and public considerations. The CSM is also accompanied by a rezoning request. Items that were considered when recommending this CSM:

-Desire of the property owner to construct a new home (prohibited by current B-1 Zoning). The owner is therefore requesting rezoning to R-3, Large Lot Residence as a subsequent action.
-Desire of the property owner to engage in estate planning. The owner plans to retain B-1 on two lots along the highway corridor.

Fiscal Impact:
Should increase taxable value negligibly due to the creation of new lots, and the construction of a new home on the site.

Respectfully submitted,

Zeke Jackson
Village Administrator

RESOLUTION № 341-122716

APPROVING A CERTIFIED SURVEY MAP FOR THE PARCEL NO. 1810008312833F, COMMONLY ADDRESSED AS 2454 FLINT RIDGE RD FOR RON AND BARB SENSE

WHEREAS, the Plan Commission of the Village of Sister Bay has reviewed a Certified Survey Map (CSM) for the portion of Village of Sister Bay Parcel No. 1810008312833F comprised of approximately 547,274 square feet or approximately 12.56 acres and located at 2454 Flint Ridge Rd, dividing that parcel into 3 separate parcels;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Village of Sister Bay, Wisconsin that the attached CSM prepared by Joe Schroedl, dated _____ 2016, be and is hereby approved.

BE IT FURTHER RESOLVED that the Village Clerk shall see that the CSM is recorded in the Office of the Door County Register of Deeds.

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this _____ day of _____, 2017.

Passed and adopted this ___ day of _____, 2017.

_____
David W. Lienau, President

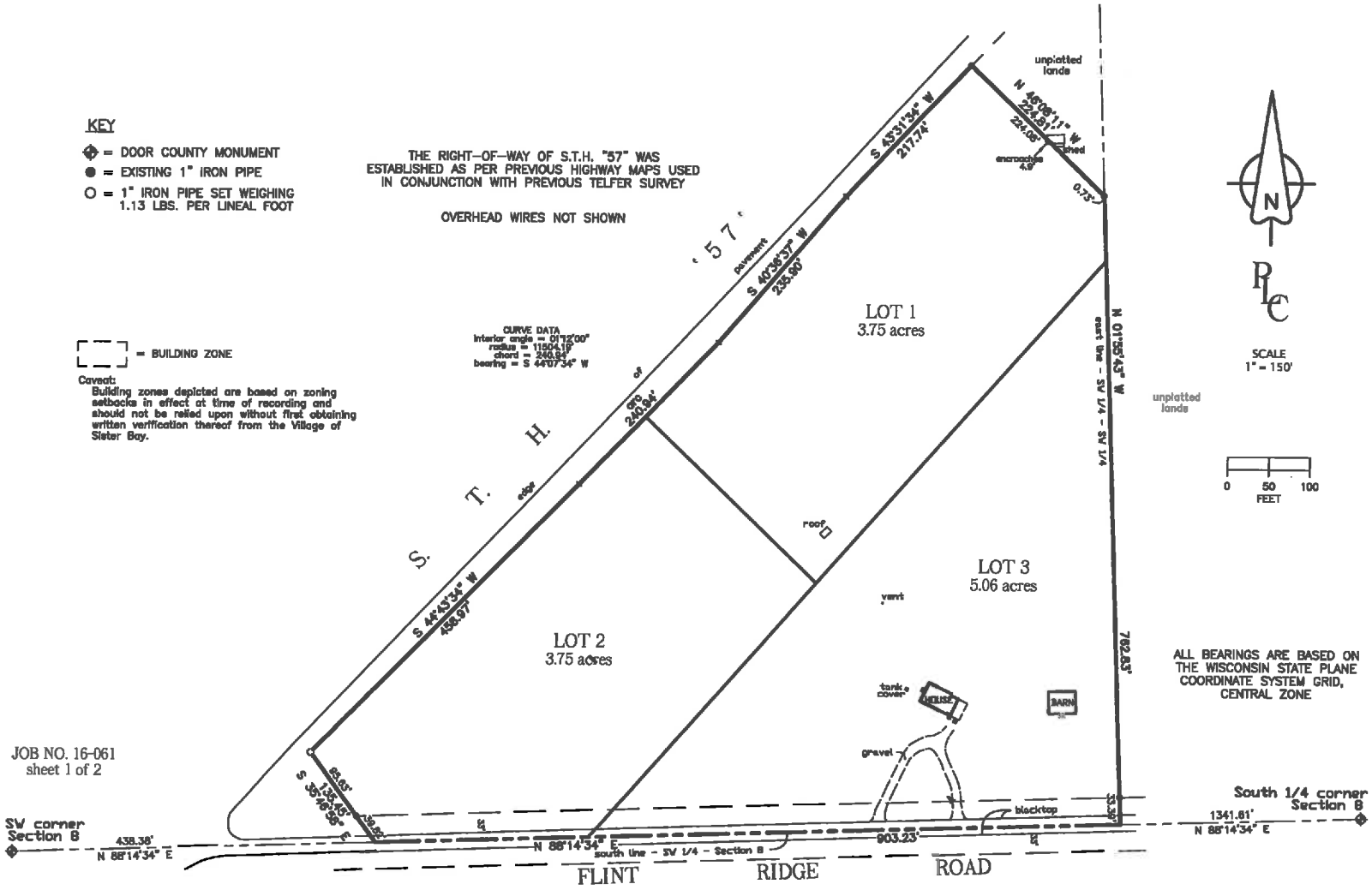
ATTEST:

_____
Christy Sully, Village Clerk WCPC

VOTE: Ayes _____ Noes _____

CERTIFIED SURVEY MAP

LOCATED IN THE SW 1/4 OF THE SW 1/4, SECTION 8, T. 31 N., R. 28 E., VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN



JOB NO. 16-061
sheet 1 of 2

CS-1

13

SURVEYOR'S CERTIFICATE:

I, Joseph Schroedl, registered land surveyor for Peninsula Land Consultants, LLC, do hereby certify that I have surveyed the following described parcel under the direction of Ronald & Barbara Sense, owners of said property;

A parcel of land located in the SW ¼ of the SW ¼, Section 8, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin bounded and described as follows;

Commencing at the SW corner of said Section 8, thence N 88°14'34" E – 438.38 feet, along the south line of the SW ¼ of Section 8, to the point of beginning of lands to be described; thence continuing along said south line (also being the centerline of Flint Ridge Road) N 88°14'34" E – 903.23 feet to the SE corner of the SW ¼ of said SW ¼, thence N 01°55'43" W – 762.83 feet along the east line of said SW ¼ of the SW ¼, thence N 46°08'11" W – 224.81 feet to the southeasterly right-of-way line of S.T.H. "57", thence along said southeasterly right-of-way line as follows; S 43°31'34" W – 217.74 feet, thence S 40°36'37" W – 235.90 feet, thence 240.94 feet along the arc of a curve to the right whose chord bears S 44°07'34" W – 240.94 feet (interior angle = 01°12'00", radius = 11504.19 feet), thence S 44°43'34" W – 458.97 feet, thence S 35°46'58" E – 135.45 feet to the point of beginning.

Said parcel contains 547,274 square feet (12.56 acres) of land, the southerly 33 feet being reserved for the rights of the public along the town road known as Flint Ridge Road.

I further certify that the adjacent map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof. Also, that I have fully complied with the requirements of Chapter 236.34 of the Wisconsin Statutes.

Dated _____ _____

Joseph Schroedl
R. L. S. 1781

OWNER'S CERTIFICATE:

As owners, we hereby certify that we have caused the land described on this map to be surveyed, mapped, divided and dedicated as represented on this map.

Dated: _____ _____

Ronald J. Sense

Dated: _____ _____

Barbara L. Sense

CERTIFICATE OF THE VILLAGE OF SISTER BAY

This Certified Survey Map has been submitted to and approved by the Village of Sister Bay.

Dated _____ _____

Village Representative

CERTIFICATE OF THE REGISTER OF DEEDS

Received for record this ____ day of _____, 2016 at ____ o'clock ___
Recorded in Volume ___, Page _____ as Document No. _____

_____

Carey Petersilka, Register of Deeds

(Job No. 16-061)

VILLAGE OF SISTER BAY
BOARD REPORT

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

Meeting Date: January 17, 2017

Item No.

Recommendation: Consider a motion to approve Ordinance 246-122716 Approving a rezoning request for Ron and Lisa Sense for Portion of Village of Sister Bay Parcel No. 181-0008312833F Located at 2454 Flint Ridge Rd.

Background: This Board has considered the CSM for this parcel as item number one on tonight's agenda. This rezoning request has been recommended by the Plan Commission, and is for lot 3 of the new CSM from B-1 to R-3, large lot residence.

The CSM and rezoning together facilitate the following:

-Desire of the property owner to construct a new home (prohibited by current B-1 Zoning). The owner is therefore requesting rezoning to R-3, Large Lot Residence as a subsequent action.
-Desire of the property owner to engage in estate planning. The owner plans to retain B-1 on two lots along the highway corridor.

Fiscal Impact:
Should increase taxable value negligibly due to the creation of new lots, and the construction of a new home on the site.

Respectfully submitted,

Zeke Jackson
Village Administrator

ORDINANCE № 241-122716

AN ORDINANCE AMENDING THE ZONING MAP FOR THE VILLAGE OF SISTER BAY FOR A PARCEL LOCATED AT 2454 FLINT RIDGE RD FROM B-1 TO R-3.

WHEREAS, the Plan Commission of the Village of Sister Bay has conducted a public hearing for the purposes of receiving testimony on the need for to amend the Zoning Map 2454 Flint Ridge Rd; and

WHEREAS, at the November 29, 2016 meeting, the Plan Commission did make a recommendation to the Board of Trustees that the Zoning Map be amended to R-3.

NOW THEREFORE, the Village Board of Trustees of the Village of Sister Bay, Door County, Wisconsin, does hereby ordain as follows:

Section 1 – Map Amendment
The Official Zoning Map of the Village of Sister Bay is amended with the following change.
Lot 3 of Parcel 181-0008312833F located at 2454 Flint Ridge Rd. is R-3, Large Lot Residence

Section 2 – Ordinances in Conflict
All other ordinances in conflict herewith are hereby repealed.

Section 3 – Effective Date
This ordinance shall take effect and be in full force from and after its passage and publication according to law.

Section 4 – Severability
If a court of competent jurisdiction adjudges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of this chapter shall not be affected thereby.

Dated this ___ day of _____ 2017.

Village of Sister Bay

By: _____
Dave Lienau, President

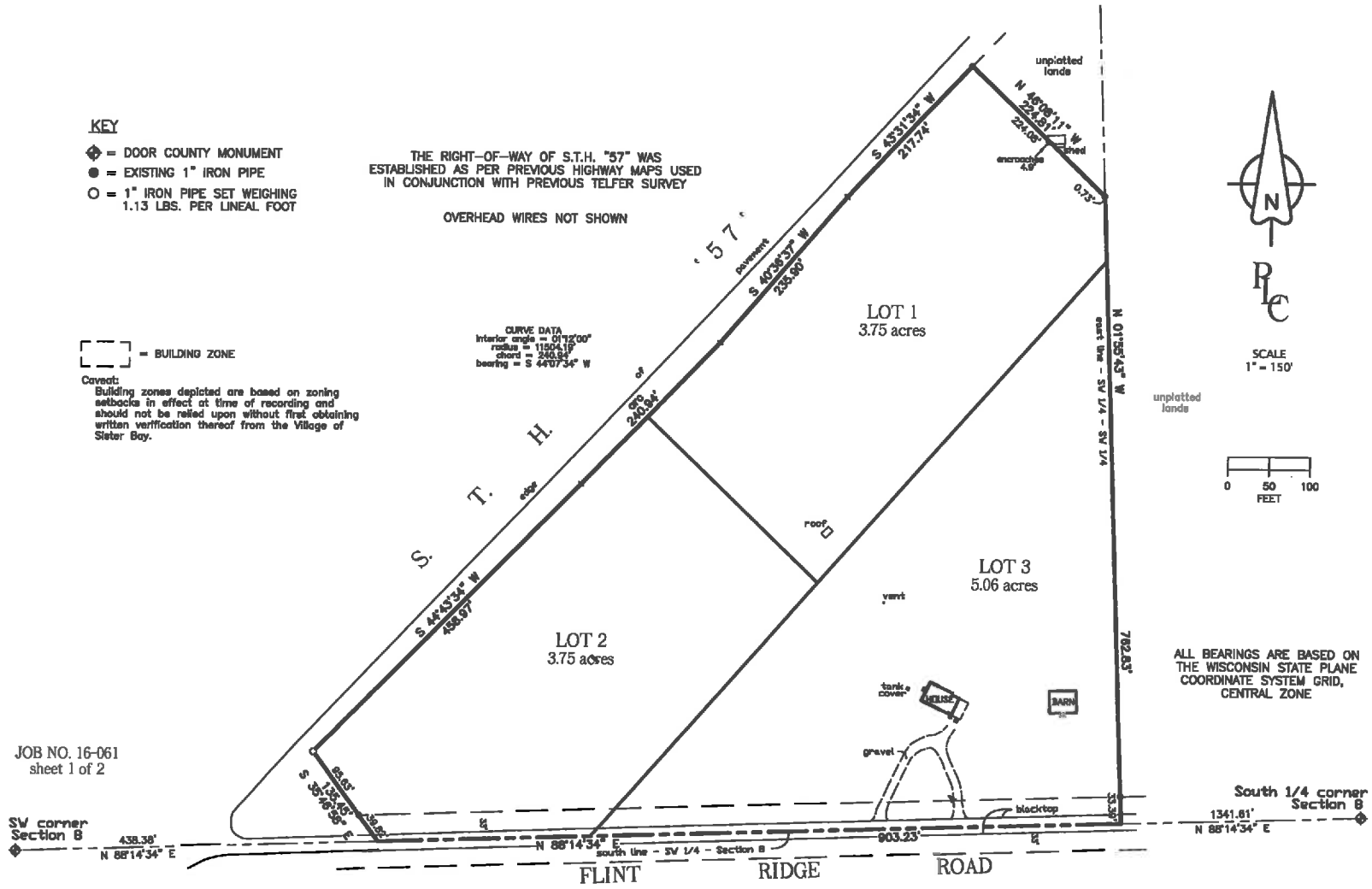
Attest:

_____
Christine M. Sully, Clerk WCPC MMC

Date Introduced: _____
Date Adopted: _____
Publication Date: _____

CERTIFIED SURVEY MAP

LOCATED IN THE SW 1/4 OF THE SW 1/4, SECTION 8, T. 31 N., R. 28 E., VILLAGE OF SISTER BAY, DOOR COUNTY, WISCONSIN



JOB NO. 16-061
sheet 1 of 2

CS-1

SURVEYOR'S CERTIFICATE:

I, Joseph Schroedl, registered land surveyor for Peninsula Land Consultants, LLC, do hereby certify that I have surveyed the following described parcel under the direction of Ronald & Barbara Sense, owners of said property;

A parcel of land located in the SW ¼ of the SW ¼, Section 8, Township 31 North, Range 28 East, Village of Sister Bay, Door County, Wisconsin bounded and described as follows;

Commencing at the SW corner of said Section 8, thence N 88°14'34" E – 438.38 feet, along the south line of the SW ¼ of Section 8, to the point of beginning of lands to be described; thence continuing along said south line (also being the centerline of Flint Ridge Road) N 88°14'34" E – 903.23 feet to the SE corner of the SW ¼ of said SW ¼, thence N 01°55'43" W – 762.83 feet along the east line of said SW ¼ of the SW ¼, thence N 46°08'11" W – 224.81 feet to the southeasterly right-of-way line of S.T.H. "57", thence along said southeasterly right-of-way line as follows; S 43°31'34" W – 217.74 feet, thence S 40°36'37" W – 235.90 feet, thence 240.94 feet along the arc of a curve to the right whose chord bears S 44°07'34" W – 240.94 feet (interior angle = 01°12'00", radius = 11504.19 feet), thence S 44°43'34" W – 458.97 feet, thence S 35°46'58" E – 135.45 feet to the point of beginning.

Said parcel contains 547,274 square feet (12.56 acres) of land, the southerly 33 feet being reserved for the rights of the public along the town road known as Flint Ridge Road.

I further certify that the adjacent map is a true representation of said property and correctly shows the exterior boundaries and correct measurements thereof. Also, that I have fully complied with the requirements of Chapter 236.34 of the Wisconsin Statutes.

Dated _____ _____

Joseph Schroedl
R. L. S. 1781

OWNER'S CERTIFICATE:

As owners, we hereby certify that we have caused the land described on this map to be surveyed, mapped, divided and dedicated as represented on this map.

Dated: _____ _____

Ronald J. Sense

Dated: _____ _____

Barbara L. Sense

CERTIFICATE OF THE VILLAGE OF SISTER BAY

This Certified Survey Map has been submitted to and approved by the Village of Sister Bay.

Dated _____ _____

Village Representative

CERTIFICATE OF THE REGISTER OF DEEDS

Received for record this ____ day of _____, 2016 at ____ o'clock ___
Recorded in Volume ___, Page _____ as Document No. _____

_____

Carey Petersilka, Register of Deeds

(Job No. 16-061)

VILLAGE OF SISTER BAY
BOARD REPORT

For additional information: http://www.sisterbaywi.gov

Meeting Date: January 17, 2017

Recommendation: Consider a motion to accept the quote provided by Action Appraisers for the maintenance assessment years from 2017 through 2020.

Background:
Action Appraisers provided a quote to the Village of Sister Bay for assessment services covering the maintenance years to 2017, 2018, 2019, and 2020. The bid includes:

- Checking all partial construction from the previous year
- Checking new construction to assess as of January 1
- Interviewing the buyer and/or seller of property sales
- Holding the Open Book
- Attending the Board of Review for as many days as necessary

For comparison purposes, over the past five years, the Village has paid the following for assessment services:

2011 - $41,468.04 to Michael J. Walker
2012 - $43,892.60 to Michael J. Walker
2013 - $2,550 to Michael J. Walker and $37,200 to Action Appraisers for a total expenditure of $39,750
2014 - $34,500 to Action Appraisers
2015 - $34,500 to Action Appraisers
2016 - $34,500 to Action Appraisers

Fiscal Impact:
The Village budgeted $34,500 for assessment services in 2017.

Respectfully submitted,

Zeke Jackson
Village Administrator

ACTION
APPRAISERS & CONSULTANTS INC.

October 6, 2016

Village of Sister Bay
Christy Sully, Clerk
PO Box 769
Sister Bay, WI 54234

Dear Village Board:

This letter will serve as a bid for the 2017, 2018, 2019, and 2020 maintenance assessment years. This bid includes but is not limited to:

- Checking all partial construction from the previous year
- Checking new construction to assess as of January 1
- Interviewing the buyer and/or seller of property sales
- Holding the Open Book
- Attending the Board of Review for as many days as necessary

As always, I am submitting our bid as all-inclusive. Our bid for the 2017 - 2020 Maintenance Assessment years is $28,500 each year. If the board decides to accept my bid, please sign the attached contract and send me a copy.

Please call me if you have any questions.

Kind Regards,

Troy Zacharias, President
Action Appraisers and Consultants, Inc.

Enclosure

RECEIVED OCT 10 2016

(888) 796-0603 | (920) 766-7323 | F: (920) 462-0948
P.O. Box 557 | Kaukauna, WI 54130 | info@actionappraisersinc.com
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CONTRACT AGREEMENT FOR

CONSULTING, ASSESSING AND APPRAISAL SERVICES

Consulting, assessing and appraisal services agreement made this 6th day of October 2016, by and between the Village of Sister Bay, County of Door, State of Wisconsin (hereinafter referred to as "Client") and Action Appraisers and Consultants, Inc., 900 Hyland Ave, Kaukauna, Wisconsin (hereinafter referred to as "Action").

SCOPE OF SERVICES

Action shall act as Assessor for Client and agrees to perform the work required by this agreement, in accordance with the Wisconsin State Statutes. Action shall supply the Client with consulting, assessing, and appraisal services for the 2017 - 2020 Maintenance Assessment years. Action will complete this and in addition:

1. Inspection The following inspection cycle is to be completed by Action annually, namely:
    a. Physically inspect all newly constructed buildings as reported through building permits to assess as of January 1; take digital photos, and convert blue prints or home layout to electronic format.
    b. Physically inspect all remodeling, whether interior or exterior, of real property as reported through building permits for the above mentioned assessments years. Update records and photos as needed
    c. Physically inspect properties affected by building removal, fire, or any other major condition changes.
    d. Improved properties under construction over a period of years shall be re-inspected each year for level of completion. Keep records of each inspection and update property information and photos as changes occur.
    e. Exempt status properties shall be reviewed and physically inspected.
    f. Reappraise land values where property has been divided or where ownership splits occur.
    g. Action shall adjust agricultural land for values set by the Department of Revenue, according to their legislative directive.
2. Personal Property Assessment
    a. Preview accounts at the end of each year updating as necessary.
    b. Prepare and mail self-reporting Statements of Personal Property.
    c. Review statements and follow up with unfiled or incorrect statements.
    d. Analyze the information returned on the Personal Property Statements. Enter the information reported into our database, Market Drive, to keep a running record from year to year.

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3. Sales
   a. Contact the Buyer and/or Seller of all potential arm's length sales
   b. Review real-estate sales transfers and adjust values accordingly to keep the Village in compliance
   c. Record sales to digital Property Record Card
   d. Validate sales to report to the Department of Revenue

4. Completion of Assessment Roll and Reports
   a. Annually receive splits, maps, legal description changes from the county
   b. Maintain accurate owner information, annually receive file from county with names and address update.
   c. When changes occur, mail Notice of Assessment letter to property owners notifying them of new values.
   d. The notice letter used shall be that prescribed by the Department of Revenue, and shall include; the date, time and location the Open Book Conference(s) will be held.
   e. Action shall be responsible for the proper completion of the assessment roll in accordance with current statutes and the *Wisconsin Property Assessment Manual*.
   f. Final assessment figures for each property shall be provided by Action to the Client, and the roll shall be totaled to exact balance.
   g. Action shall prepare and submit the Municipal Assessment Report, Annual Assessors Report and Computer Exemption Report to the Department of Revenue in a timely manner according to the guidelines set by the Department of Revenue.

5. Open Book Session
   a. Mail *Notice of Assessment* letter to property owners whose value has changed.
   b. The notice form used shall be that prescribed by the Department of Revenue, and shall include the date, time, and location the open book conference(s) will be held.
   c. Upon completion of the Assessment roll, prior to the Board of Review, Action shall hold open book conferences for the purpose of enabling property owners or their agents to review and compare the assessed values.
   d. Action shall be present at the open book conference for a time sufficient to meet with the property owners or their agents and shall be present at least two hours.
   e. Action shall verify that statutorily required instructional materials are available at the open book conference.

6. Board of Review
   a. Action shall attend all sessions of the Client's Board of Review for as many days as required. If possible, the days shall be consecutive. Action shall explain and defend the values placed upon each property under oath.
   b. In the event of an appeal to the courts, it is agreed that Action shall be available to furnish testimony in defense of the assessed values.
   c. It is the Client's responsibility will be to supply Action with adequate space in the Client's office at no cost to Action.

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GENERAL REQUIREMENTS

1. Oath of office
   Assessor shall be required to take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. If Assessor is a corporation, limited liability company or partnership, the person designated as responsible for the assessment duties shall take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. The oath shall conform to sec. 19.01, Wis. Stats., and filed with the Municipal Clerk prior to commencing duties. Under Wisconsin law, the statutory Assessor for the Municipality, whether contracted or on-staff is considered to be a public officer of the Municipality.

2. Ownership of Records
   a. Upon conversion of the paper records to an electronic form, as part of the contract, Assessor shall not destroy the original paper record; rather Assessor shall return the original paper record to the Municipality. Maintaining electronic assessment data does not relieve Assessor from the responsibility of being able to provide the Municipality with a paper copy of each property record upon request.
   b. The Municipality owns any and all assessment data regardless of the terms of the licensing of the software. All assessment data, such as parcel attributes, sketches, and photographs, must be stored in an electronic format.

3. Insurance
   a. Action shall maintain Workmen's Compensation Insurance covering its staff.
   b. Action shall maintain Public Liability Insurance in an amount meeting cities requirements insuring the Client against any damages that may occur because of Action and Action's staff.

TERMS AND TERMINATION

1. The term of this Contract shall be from January 1, 2017 to December 31, 2020. Action shall have completed all work under this agreement. The date of completion may be extended, if necessary, under the terms of this contract and by mutual consent.

2. Either party may terminate this Contract only with cause, cause being defined as default of the other party of the terms of this Contract, upon sixty (60) days written notice to the other party of alleged default. If the party so notified fails to cure such default within sixty (60) days from receipt of such notice, the contract shall then terminate. Upon termination by either party, both Action and Client shall act in good faith with each other and cooperate in the orderly transfer of records.

REIMBURSEMENT OF EXPENSES

The Client shall have no obligation to reimburse Action for any expenses.

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COMPENSATION

For the above-specified services, Action shall be paid as follows:

2017 Maintenance Assessment year - $28,500
2018 Maintenance Assessment year - $28,500
2019 Maintenance Assessment year - $28,500
2020 Maintenance Assessment year - $28,500

Payment is to be made by the Client to Action not more than 30 days from invoice date.

ACTION APPRAISERS AND CONSULTANTS, INC.

By: _____ 10/5/16
Troy Zacharias Date

VILLAGE OF SISTER BAY

By: _____
David Lienau, Chairperson Date

ATTEST:

_____
Christy Sully, Clerk Date

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VILLAGE OF SISTER BAY
BOARD REPORT

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

Meeting Date: January 17, 2017

Item No.

Recommendation: Mr. Cross has requested a modification to his development agreement related to parking.

Background: This item was recently before the Village Board. In effect, Mr. Cross has concerns that the Village will act in a unilateral fashion by imposing additional requirements, payments, or other impositions related to parking.

Our current ordinance allows for the Plan Commission to monitor, and to reevaluate the parking demands of a particular business. If found inadequate, the Plan Commission would presumably impose additional requirements or payments to satisfy the deficiency.

The proposed amendment language is attached.

Fiscal Impact:
unknkown

Respectfully submitted,

Zeke Jackson
Village Administrator

Janal Suppanz

To: Collin J. Dahl
Subject: RE: amendment to boathouse da

From: Collin J. Dahl [mailto:cjdahl@dcwis.com]
Sent: Friday, December 23, 2016 12:17 PM
To: Zeke Jackson
Cc: tim
Subject: Re: amendment to boathouse da

Zeke,

Here is some proposed language.

The Village is in the process of developing a Village-wide Parking Plan, and the Developer will be compelled to comply with the terms and conditions of that plan once it is fully approved, adopted and implemented by the Village; provided, however, that neither the financial obligation nor the obligation to provide dedicated parking spaces will be a greater proportional burden for Developer than for any other business in the Village's downtown business district.

Obviously, the devil is in the details about how you end up measuring proportionality, but the guys are comfortable that the Village will try to be fair in coming up with a formula, or what have you.

Merry Christmas.

Collin

Collin J. Dahl, Esq.
DAHL LAW FIRM, LTD
10589 S. Highland Rd, Suite 4
P.O. Box 259
Sister Bay, WI 54234
(920)854-7100 or 839-9797
Fax (920)854-7117
cjdahl@dcwis.com

Village of Sister Bay
BOARD REPORT

Meeting Date 01/17/2017

Recommendation:
It is the recommendation that the Village Board accepts the recommendation of the Finance Director to review the proposed amendments to the 2016 Annual Budget and adopt Resolution 342-122716.

Additional Information/Fiscal Impact:

General Government

- Building Inspection Services: Expenditures for building inspection services increase as building permit revenue increases. In 2016, building permit revenue (account 100-44300) exceeded budget. An amendment to set the budget at $9000 is proposed in order to accommodate increased expenditures. This is a budget increase of $4500.
- Information Technology: Costs for recording of Village Board meetings are recorded here. In prior years, those costs came from Capital Reserves. It is the opinion of the Finance Director that they are being properly recorded in 2016 although it has resulted in expenditures above budgeted amounts. An amendment to set the budget at $4,500 is proposed. This is a budget increase of $3300.
- Legal Services: Legal expenses were higher in 2016 as a result of the quarry and other projects the Village is involved in. An amendment to set the budget at $42,000 is proposed. This is a budget increase of $6000.
- Property/Liability Insurance: In late 2015, property insurance listings were reviewed by Janal Suppanz and Department Directors to ensure that all Village property was accounted for. They identified a number of additional items that were not previously being covered. With the addition of these new items, property insurance costs rose. In 2016, Rass allocated property insurance costs based on the value in the listing and attributed those costs accordingly. An amendment to set the budget at $16,900 is proposed. This is a budget increase of $4400.
- Legal Notices & Ads: Legal Notices were more than expected in 2016. A budget amendment to set the budget at $2,200 is proposed. This is a budget increase of $1450.
- Election Judges: Election judges received additional training this year due to the new election equipment which resulted in higher than budgeted expenses. An amendment to set the budget at $4,325 is proposed. This is a budget increase of $325.
- Misc Boards: Pay for the Waterfront Oversight Committee members and Parking Committee members was not budgeted. An amendment to set the budget at $1500 is proposed. This is a budget increase of $600.

Parks

- Travel/Training: Safety training was provided to Parks and Utility employees in order to comply with OSHA and other regulations; however, no funds were budgeted in 2016. An amendment to set the budget at $1400 is proposed.

- Uniforms and Clothing: Per Village policy, Parks employees are provided $400 per year for clothing. In addition, summer employees are provided with uniforms from the same budget. It is anticipated that expenditures will exceed budgeted sums. An amendment to set the budget at $1800 is proposed. This is a budget increase of $200.

Marina – Indirect Employee

- Travel/Training: In 2016, the Marina implemented new software which required training for personnel. This training exceeded the budgeted amounts. An amendment to set the budget at $1300 is proposed. This is a budget increase of $800.
- Uniforms and Clothing: An amendment to set the budget at $936 is proposed. This is a budget increase of $36.

Marina – Services

- Audit: An additional audit was contracted at the marina to review cash handling procedures. An amendment to set the budget at $8300 is proposed. This is a budget increase of $5090.
- Accounting Support: The purchase of Clarity accounting software was recorded in this account. The purchase of the software was approved by the Board in June 2016 but a budget amendment was not done at the time. An amendment to set the budget at $8100 is proposed. This is a budget increase of $6200.
- Credit Card Fees: With additional use of credit cards at the marina and above expected revenues, fees were greater than budgeted. An amendment to set the budget at $8900 is proposed. This is a budget increase of $1100.
- Information Technology: With the installation of new software and expanded IT capabilities for the Marina Manager, expenses increased. An amendment to set the budget at $3000 is proposed. This is a budget increase of $2400.
- Consulting: Consulting fees charged by Juliana Neuman, Stacy Bell, and Schenck were charged to this line item. Assistance was required for general training, reconciliations, cash handling, the chart of accounts update, and PILOT calculations. An amendment to set the budget at $1175 is proposed. This is a budget increase of $825.
- Legal Services: An amendment to set the budget at $7500 is proposed. This is a budget increase of $7000.
- Legal Notices: Job notices for dockhands were posted in spring and fall. An amendment to set the budget at $425 is proposed. This is a budget increase of $325.

Capital Improvement Projects – Services

- Consulting: Consulting fees charged by Robert Kufrin and Schenck were charged to this line item. The Schenck fees were charged for the chart of accounts update which was allocated across all funds. An amendment to set the budget at $445 is proposed. This is a budget increase of $445.

Tax Incremental District – Services

- Audit: TIF audit expenses and a charge for the GASB 34 conversion resulted in greater than budgeted charges. An amendment to set the budget at $2700 is proposed. This is a budget increase of $700.
- Village Administration: Sales of the Braun property, redevelopment agreements and other activities related to the TIF required an increase in the allocation from Administration to the

TIF. An amendment to set the budget at $65,600 is proposed. This is a budget increase of $6066.

- Legal Services: Sales of the Braun property, redevelopment agreements and other activities related to the TIF resulted in an increase in the legal fees. An amendment to set the budget at $15,000 is proposed. This is a budget increase of $7500.

Water Utility – Indirect Employee

- Travel/Training: Safety training, maintaining certifications, and new employee training resulted in expenditures that exceed budget. An amendment to set the budget at $3100 is proposed. This is a budget increase of $600.
- Recruitment/Testing/Physicals: New employees were recruited in 2016 although no funds were budgeted for this purpose. An amendment to set the budget at $300 is proposed. This is a budget increase of $300.

Water Utility – Services

- Accounting/Software Support: The purchase of Clarity accounting software was recorded in this account. The purchase of the software was approved by the Board in June 2016 but a budget amendment was not done at the time. An amendment to set the budget at $11,300 is proposed. This is a budget increase of $7300.
- Information Technology: Schell works with a representative at Contronix for assistance on improving spreadsheets and other reports for the Utility. This expense will decrease in 2018. An amendment to set the budget at $1400 is proposed. This is a budget increase of $900.
- Cross Connection Inspections: No funds were budgeted for this line item in 2016. An amendment to set the budget at $2730 is proposed.
- Consulting: Consulting fees charged by Juliana Neuman, Stacy Bell, Robert Kufrin, and Schenck were charged to this line item. An amendment to set the budget at $1800 is proposed. This is a budget increase of $1300.
- Liability Insurance: In late 2015, property insurance listings were reviewed by Janal Suppanz and Department Directors to ensure that all property was accounted for. They identified a number of additional items that were not previously being covered. With the addition of these new items, property insurance costs rose. In 2016, Rass allocated property insurance costs based on the value in the listing and attributed those costs accordingly. In addition, PSC has separate codes for property insurance and injury/liability. Two accounts had to be established to separate them for PSC reporting. An amendment to set the budget at $1750 is proposed. This is a budget increase of $1750.
- Legal Notices & Ads: Employment notices were posted in 2016 and cost more than was budgeted. An amendment to set the budget at $800 is proposed. This is a budget increase of $300.
- Impact Fee Refunds: No funds were budgeted for refunds. No refunds are expected in 2017. An amendment to set the budget at $5306 is proposed.
- Lawn Maintenance: This service was outsourced in 2016 and resulted in higher than expected expense. An amendment to set the budget at $2100 is proposed. This is a budget increase of $600.
- Misc Other Services: An error was made in digging at Stabbur. The expense was recorded here. It is partially offset by miscellaneous revenue. The cost of the error was divided three

ways among the parties who were all partially responsible. An amendment to set the budget at $1600 is proposed. This is a budget increase of $1450.

Wastewater Utility – Personnel

- Wages – Full Time: When wages are budgeted, they are divided among the three utility funds based on a percentage estimate. However, when actual time is recorded, it may not be divided in the same manner. The wages in the water fund are significantly under budget. It should also be noted that when calculating the budget amounts for wages, unworked wages (paid leave and comp time) are included in the calculation. An amendment to set the budget at $130,000 is proposed. This is a budget increase of $18,462.
- Wages - Admin: As a result of employee turnover, Administrative allocations to the utility were increased. An amendment to set the budget at $20,000 is proposed. This is a budget increase of $6950.
- Retirement, Social Security: Both of these accounts directly correlate to changes in the allocation of full-time wages. An amendment to set the Retirement budget at $11,500 and the Social Security Budget at $12,500 is proposed.
- Dental Insurance and Life Insurance: Employee changes resulted in greater than expected expense. An amendment to set the Dental budget at $3500 and the Life Insurance budget at $700 is proposed.

Wastewater Utility – Services

- Audit: An amendment to set the budget at $5532 is proposed. This is a budget increase of $32.
- Accounting/Software Support: The purchase of Clarity accounting software was recorded in this account. The purchase of the software was approved by the Board in June 2016 but a budget amendment was not done at the time. An amendment to set the budget at $13,650 is proposed. This is a budget increase of $10,900.
- Information Technology: Schell works with a representative at Contronix for assistance on improving spreadsheets and other reports for the Utility. This expense will decrease in 2018. An amendment to set the budget at $2000 is proposed. This is a budget increase of $1500.
- Consulting: Consulting fees charged by Juliana Neuman, Stacy Bell, Robert Kufrin, and Schenck were charged to this line item. An amendment to set the budget at $2611 is proposed. This is a budget increase of $111.
- Property Liability Insurance: In late 2015, property insurance listings were reviewed by Janal Suppanz and Department Directors to ensure that all property was accounted for. They identified a number of additional items that were not previously being covered. With the addition of these new items, property insurance costs rose. In 2016, Rass allocated property insurance costs based on the value in the listing and attributed those costs accordingly. An amendment to set the budget at $12,160 is proposed. This is a budget increase of $3160.
- Rubbish Disposal: An amendment to set the budget at $3050 is proposed. This is a budget increase of $550.
- Lawn Maintenance: This service was outsourced in 2016 and resulted in higher than expected expense. An amendment to set the budget at $3325 is proposed. This is a budget increase of $325.

Collection Utility – Indirect Employee

- Travel/Training: Safety training, maintaining certifications, and new employee training resulted in expenditures that exceed budget. An amendment to set the budget at $600 is proposed. This is a budget increase of $350.
- Recruitment/Testing/Physicals: New employees were recruited in 2016 although no funds were budgeted for this purpose. An amendment to set the budget at $84 is proposed. This is a budget increase of $84.

Collection Utility – Services

- Accounting/Software Support: The purchase of Clarity accounting software was recorded in this account. The purchase of the software was approved by the Board in June 2016 but a budget amendment was not done at the time. An amendment to set the budget at $2842 is proposed. This is a budget increase of $2042.
- Information Technology: Schell works with a representative at Contronix for assistance on improving spreadsheets and other reports for the Utility. This expense will decrease in 2018. An amendment to set the budget at $400 is proposed. This is a budget increase of $100.
- Consulting: Consulting fees charged by Juliana Neuman, Stacy Bell, Robert Kufrin, and Schenck were charged to this line item. An amendment to set the budget at $542 is proposed. This is a budget increase of $292.
- Lawn Maintenance: This service was outsourced in 2016 and resulted in higher than expected expense. An amendment to set the budget at $631 is proposed. This is a budget increase of $231.

Collection Utility – Vehicles & Equipment

- Equipment Maintenance: Repairs were required at the Little Sister Lift Station and to the portable generator that exceeded budget. An amendment to set the budget at $2050 is proposed. This is a budget increase of $1550.

Although the line items and sections listed above require budget adjustments, the majority of line items were kept under budget. All funds unspent in any budget section will revert to the unassigned fund balance as of December 31.

Respectfully submitted,

Tasha Rass
Finance Director

RESOLUTION № 342 - 122716
AMENDING THE 2016 VILLAGE OF SISTER BAY BUDGET

WHEREAS, on November 17, 2015, the Village of Sister Bay Board of Trustees approved resolution No. 317-111715 adopting the 2016 Annual Budget; and

WHEREAS, the Village of Sister Bay has received greater than budgeted revenues in the General Fund for Licenses and Permits of $40,485 and Public Charges of $11,280, and Intergovernmental Charges of $4804 for a total of $56,569 additional general fund revenue; and

WHEREAS, the Sister Bay Marina has received greater than budgeted revenues in 2016 for Public Rental Charges of $50,540; and

WHEREAS, the Village of Sister Bay has sold property in the Tax Incremental District totaling $107,500 in addition to a development credit for the Village of $125,000; and

WHEREAS, Sister Bay Water and Sewer Utilities has generated greater than expected revenues for Utility Permits and Fees and other, non-traditional revenues totaling $72,155; and

WHEREAS, the Village of Sister Bay Administrator and Finance Director have discussed the appropriated sums and have proposed adjustments in budgeted section items such that expenditures will not exceed budgeted amounts; and

WHEREAS, the General Government "Services" Section, account series 100-51500, was budgeted in the sum of $116,100 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:

100-51502 Building Inspection Services is amended to $9,000;
100-51504 Information Technology is amended to $4,500;
100-51515 Legal Services is amended to $42,000;
100-51525 Property/Liability Insurance is amended to $16,900;
100-51530 Legal Notices & Ads is amended to $2,200;
100-51546 Election Judges is amended to $4,325;
100-51590 Misc. Boards is amended to $1,500;

And therefore, the Section total for General Government "Services" is now hereby amended to $136,675; and,

WHEREAS, the Parks "Indirect Employee" Section, account series 100-53200, was budgeted in the sum of $2,200 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:

100-53201 Travel/Training is amended to $1,400;
100-53215 Uniforms and Clothing is amended to $1,800;

And therefore, the Section total for Parks "Indirect Employee" is now hereby amended to $3,700; and,

WHEREAS, the Marina Fund "Indirect Employee" Section, account series 201-55200, was budgeted in the sum of $1,800 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to :

201-55201 Travel/Training is amended to $1,300;
201-55215 Uniforms and Clothing is amended to $936;

And therefore, the Section total for Marina "Indirect Employee" is now hereby amended to $2,636; and,

WHEREAS, the Marina Fund "Services" Section, account series 201-55500, was budgeted in the sum of $58,960 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to :

201-55501 Audit is amended to $8,300;

201-55502 Accounting Support is amended to $8,100;
201-55503 Credit Card Fees is amended to $8,900;
201-55504 Information Technology is amended to $3,000;
201-55510 Consulting is amended to $1,175;
201-55515 Legal Services is amended to $7,500;
201-55530 Legal Notices is amended to $425;
And therefore, the Section total for Marina "Services" is now hereby amended to $81,900; and,

WHEREAS, the Capital Improvement Projects Fund "Services" Section, account series 400-57500, was budgeted in the sum of $0 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:
400-57510 Consulting is amended to $445;
And therefore, the Section total for Capital Improvement Projects Fund "Services" is now hereby amended to $445; and,

WHEREAS, the Tax Incremental District Fund "Services" Section, account series 500-56500, was budgeted in the sum of $72,334 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:
500-56501 Audit is amended to $2,700;
500-56503 Village Administration is amended to $65,600;
500-56515 Legal Services is amended to $15,000;
And therefore, the Section total for Tax Incremental District Fund "Services" is now hereby amended to $86,450; and,

WHEREAS, the Water Utility Fund "Indirect Employee" Section, account series 600-61200, was budgeted in the sum of $3,403 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:
600-61201 Travel/Training is amended to $3,100;
600-61205 Recruitment/Testing/Physicals is amended to $300;
And therefore, the Section total for Water Utility Fund "Indirect Employee" is now hereby amended to $4,303; and,

WHEREAS, the Water Utility Fund "Services" Section, account series 600-61500, was budgeted in the sum of $20,950 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:
600-61502 Accounting/Software Support is amended to $11,300;
600-61504 Information Technology is amended to $1,400;
600-61508 Cross Connection Inspections is amended to $2,730;
600-61510 Consulting is amended to $1,800;
600-61525 Liability Insurance is amended to $1,750;
600-61530 Legal Notices & Ads is amended to $800;
600-61542 Impact Fee Refunds is amended to $5310;
600-61554 Lawn Maintenance is amended to $2,100;
600-61595 Misc. Other Services is amended to $1,600.00;
And therefore, the Section total for Water Utility Fund "Services" is now hereby amended to $42,590; and,

WHEREAS, the Wastewater Utility Fund "Personnel" Section, account series 600-62100, was budgeted in the sum of $225,560 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:
600-62101 Wages – Full Time is amended to $130,000;
600-62105 Wages - Admin is amended to $20,000;

600-62115 Retirement is amended to $11,500;
600-62120 Social Security is amended to $12,500;
600-62130 Dental Insurance is amended to $3,500;
600-62140 Life Insurance is amended to $700;

And therefore, the Section total for Wastewater Utility Fund "Personnel" is now hereby amended to $256,677; and,

WHEREAS, the Wastewater Utility Fund "Services" Section, account series 600-62500, was budgeted in the sum of $62,350 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:

600-62501 Audit is amended to $5,532;
600-62502 Accounting/Software Support is amended to $13,650;
600-62504 Information Technology is amended to $2,000;
600-62510 Consulting is amended to $2,611;
600-62525 Property/Liability Insurance is amended to $12,160;
600-62551 Rubbish Disposal is amended to $3,050;
600-62554 Lawn Maintenance is amended to $3,325;

And therefore, the Section total for Wastewater Utility Fund "Services" is now hereby amended to $78,928; and,

WHEREAS, the Collection Utility Fund "Indirect Employee" Section, account series 600-63200, was budgeted in the sum of $470 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:

600-62201 Travel/Training is amended to $600;
600-63205 Recruitment/Testing/Physicals is amended to $84;

And therefore, the Section total for Collection Utility Fund "Indirect Employee" is now hereby amended to $904; and,

WHEREAS, the Collection Utility Fund "Services" Section, account series 600-63500, was budgeted in the sum of $7,550 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:

600-63502 Accounting/Software Support is amended to $2842;
600-63504 Information Technology is amended to $400;
600-63510 Consulting is amended to $542;
600-63554 Lawn Maintenance is amended to $631;

And therefore, the Section total for Collection Utility Fund "Services" is now hereby amended to $10,215; and,

WHEREAS, the Collection Utility Fund "Vehicles and Equipment" Section, account series 600-63700, was budgeted in the sum of $2,375 and expenditures are expected to exceed this sum. The 2016 Budget is hereby amended to:

600-63705 Equipment Maintenance is amended to $2050;

And therefore, the Section total for Collection Utility Fund "Vehicles and Equipment" is now hereby amended to $3,925; and,

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Sister Bay does hereby adopt the 2016 budget amendments as detailed above and hereby appropriates the sums of money as is needed and deemed necessary to defray all expenses for the remainder of the fiscal year ending the 31st day of December, 2016.

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 17th day of January, 2017.

Passed and adopted this 17th day of January, 2017.

_____
Dave Lienau, President

ATTEST:

_____
Christy Sully, Village Clerk WCPC/MMC

VOTE:Ayes _____ Noes _____

Village of Sister Bay
BOARD REPORT

Meeting Date 01/17/2017

Recommendation:
It is the recommendation of the Village Parks Committee that the 2017 budget be amended to allow for an additional $25,000 in Holiday Lights be expended

Background:
Steve Mann and company have been wonderfully resourceful and inventive over the last several years in expanding the holiday light display in the area of Waterfront Park. This year, the response has been absolutely fantastic from the public and the SBAA. The new "light tunnel" has drawn hundreds if not thousands of facebook photographs and posts, earning Sister Bay much needed winter traffic and publicity.

This request comes from two fronts:
1. Replacement of existing lights which are rapidly burning out. To keep the existing assets lit, we will need to replace strands regularly.
2. Expansion of the display. Steve and company feel they can add significantly to the display incrementally. At the last SBAA meeting, their discussion brought up that tourism in Sister Bay has been winter weather dependent, which is incredibly unstable. The use of lights to create an attraction has worked well at the "Capture the Spirit" event, and a critical mass of visitors turns out for that event now annually. Combined with the length of time that we use the lights, and if it were expanded incrementally, it could become an attraction in itself, which could be promoted similarly to how Duluth promotes "Bentlyville" or Gatlinburg and Pigeon Forge promote themselves as a holiday destination. The Parks Committee has recommended the creation of a "Holiday Display" Committee to guide the efforts and to develop a Master Plan for the lighting attractions.

With enough vision and drive, we could work over the next several years to create a destination attraction that could be marketed outwardly and drive much needed winter traffic into our community.

I would invite you to think boldly, and to capitalize on Steve and company's enthusiasm and creativity. They are incredibly proud of what they've achieved, and now we are asking that you equip us with the tools to show you something truly amazing that we can all be proud of.

Respectfully submitted,

Zeke Jackson
Village Administrator

RESOLUTION № 343 - 122716

AMENDING THE 2017 VILLAGE OF SISTER BAY PARKS BUDGET FOR SEASONAL DECORATIONS

WHEREAS, on November 3, 2016, the Village of Sister Bay Board of Trustees approved resolution No. 342-110316 adopting the 2017 Annual Budget; and

WHEREAS, the Parks Committee of the Village of Sister Bay has recommended the appropriated budget of $10,000 for seasonal decorations in 2017 be increased in the 2017 budget by $15,000; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Sister Bay does hereby amend the 2017 Parks Budget by adding $15,000 to seasonal decorations for a total of $25,000.

INTRODUCED at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 27th day of December, 2016.

Passed and adopted this 27th day of December, 2016.

_____
Dave Lienau, President

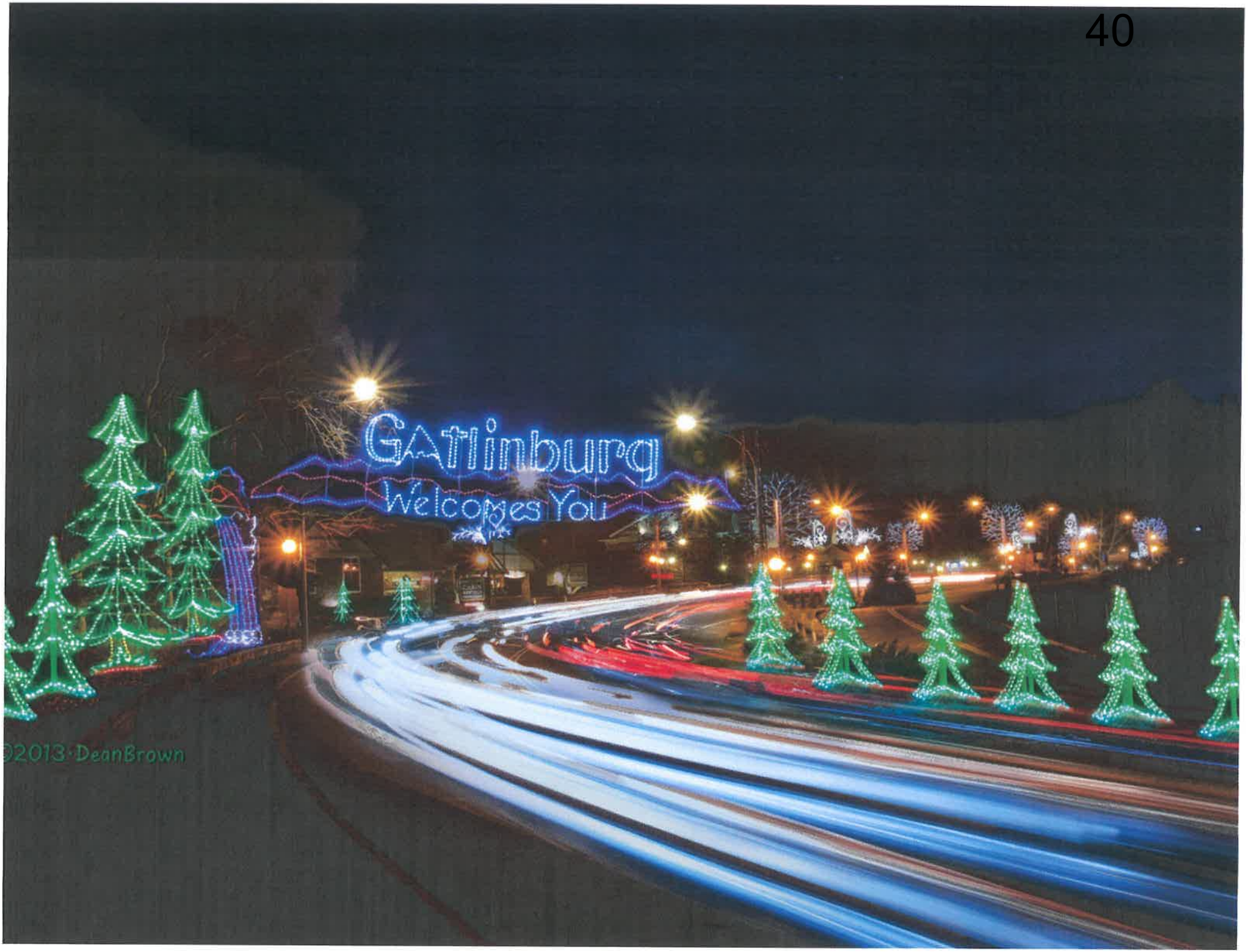
ATTEST:

_____
Christy Sully, Village Clerk WCPC/MMC

VOTE:Ayes _____ Noes _____

2016 Bentleyville®
Nov. 19-Dec. 26

TROOPS


Gatlinburg
Welcomes You
©2013·DeanBrown

Village of Sister Bay
BOARD REPORT

Meeting Date 01/17/2017

Recommendation:
That the Village Board of Trustees grants an alcohol license to CHOP pursuant to the terms of the Village's Development Agreement and Wis Stats Ch 125.

Background:
CHOP is actively constructing a new facility in the Sister Bay Marketplace Development. The facility was specifically designed to comply with the new amendment to Wis Stat 125(4)(v)1 mandating issuance to facilities that meet the requirements of "A full-service restaurant that has an interior, permanent seating capacity of 300 or more persons.".

Chief Hecht has evaluated the CHOP construction plans and has determined that the new restaurant has a permanent interior seating capacity of at least 300 persons. A final inspection of the site by our Fire Officials will need to be completed after construction is complete.

Financial Impact:
An initial license fee of $10,000 has been received by the Village, as well as $220 for the prorated portion of 2017. Annually, the Village will receive $600 in license fees from issuance of renewal licenses.

Respectfully submitted,

Zeke Jackson
Village Administrator

ORIGINAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

Submit to municipal clerk.

For the license period beginning May 1st 20 17;
ending June 30th 20 17

TO THE GOVERNING BODY of the: ☐ Town of ☒ Village of ☐ City of } SISTER BAY

County of DOOR Aldermanic Dist. No. _____ (if required by ordinance)

Applicant's WI Seller's Permit No./FEIN Number	
LICENSE REQUESTED ▶	
TYPE	**FEE**
☐ Class A beer	$
☒ Class B beer	$
☐ Class C wine	$
☐ Class A liquor	$
☐ Class A liquor (cider only)	$ N/A
☒ Class B liquor	$
☐ Reserve Class B liquor	$
☐ Class B (wine only) winery	$
Publication fee	$
TOTAL FEE	$

1. The named ☐ INDIVIDUAL ☐ PARTNERSHIP ☐ LIMITED LIABILITY COMPANY ☒ CORPORATION/NONPROFIT ORGANIZATION hereby makes application for the alcohol beverage license(s) checked above.
2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): ▶ THE CHOP, LLC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the name, title, and place of residence of each person.

Title	Name	Home Address	Post Office & Zip Code
President/Member			
Vice President/Member	Patsy A. Wuollett	10653 Forest Lane,	Sister Bay, WI 54234
Secretary/Member			
Treasurer/Member			
Agent ▶	Benjamin Ehlers	10653 Forest Lane,	Sister Bay, WI 54234
Directors/Managers			

3. Trade Name ▶ CHOP, LLC Business Phone Number 920-854-2700
4. Address of Premises ▶ _____ Post Office & Zip Code ▶ PO BOX 558, 54234
5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ..... Yes ☒ No
6. Is the applicant an employe or agent of, or acting on behalf of anyone except the named applicant? ..... Yes ☒ No
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ..... ☐ Yes ☒ No
8. (a) **Corporate/limited liability company applicants only:** Insert state WISCONSIN and date 1/1/2016 of registration.
   (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ..... Yes ☒ No
   (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ..... LARE - SISTER BAY ..... ☒ Yes ☐ No
   (NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.) PASTA VINO -
9. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)
10. Legal description (omit if street address is given above): 2345 Mill Road, Sister Bay, WI 54234
11. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☐ Yes ☒ No
    (b) If yes, under what name was license issued? _____
12. Does the applicant understand they must file a Special Occupational Tax return (TTB form 5630.5) before beginning business? [phone 1-800-937-8864] ..... ☒ Yes ☐ No
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
14. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signers. Signers agree to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants and each member of a partnership applicant must sign; corporate officer(s), members/managers of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

SUBSCRIBED AND SWORN TO BEFORE ME

this 28 day of Dec, 20 16

Christina Marie Dilly
(Clerk/Notary Public)

My commission expires 1/11/19

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual)

(Officer of Corporation/Member/Manager of Limited Liability Company/Partner)

(Additional Partner(s)/Member/Manager of Limited Liability Company if Any)

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council/board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT ORGANIZATION OR LIMITED LIABILITY COMPANY

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☒ Village ☐ City of SISTER BAY County of DOOR

The undersigned duly authorized officer(s)/members/managers of THE CHOP, LLC
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as CHOP
(trade name)

located at 2345 Mill Road, Sister Bay, WI 54234

appoints Benjamin Ehlers
(name of appointed agent)
10653 Forest Lane, Sister Bay, WI 54234
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☐ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 23 yrs.

Place of residence last year 7097 Bauers, Old Dam Lane, Baileys Harbor

For: The CHOP, LLC
(name of corporation/organization/limited liability company)

By: [signature]
(signature of Officer/Member/Manager)

And:
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, Benjamin Ehlers, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

[signature] 12/27/16
(signature of agent) (date)

Agent's age 23

Date of birth 2/19/93

(home address of agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on _____ (date) by _____ (signature of proper local official) Title _____ (town chair, village president, police chief)

AUXILIARY QUESTIONNAIRE
ALCOHOL BEVERAGE LICENSE APPLICATION

Submit to municipal clerk.

Individual's Full Name *(please print)* *(last name)*	*(first name)*	*(middle name)*
Ehlers	Benjamin	D.

Home Address *(street/route)*	Post Office	City	State	Zip Code
10653 Forest Lane	558	Sister Bay	WI	54234

Home Phone Number	Age	Date of Birth	Place of Birth
920-595-1026	23	2/19/1993	DOOR COUNTY

The *above named individual* provides the following information as a person who is *(check one)*:

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ Benjamin Ehlers *(Officer/Director/Member/Manager/Agent)* of CHOP *(Name of Corporation, Limited Liability Company or Nonprofit Organization)*

which is making application for an alcohol beverage license.

The *above named individual* provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 23 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No
   If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. *(If more room is needed, continue on reverse side of this form.)*
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ..... ☐ Yes ☒ No
   If yes, describe status of charges pending.
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ..... ☐ Yes ☒ No
   If yes, identify. *(Name, Location and Type of License/Permit)*
5. Do you hold and/or are you an officer, director, stockholder, agent or employe of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ..... ☐ Yes ☒ No
   If yes, identify. *(Name of Wholesale Licensee or Permittee)* *(Address By City and County)*
6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
LURE	10627 N. Bayshore Dr.	5/2016	Present
Employer's Name	Employer's Address	Employed From	To
CHOP	10571 Country Walk Ln.	5/2012	Present

The undersigned, being first duly sworn on oath, deposes and says that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application.

Subscribed and sworn to before me

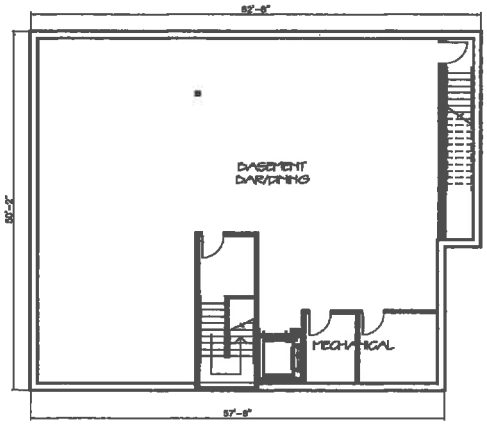
this 13th day of January, 2017

Janal Suppanz *(Clerk/Notary Public)* *(Signature of Named Individual)*

Janal Suppanz, Notary Public, Door County, WI

My commission expires 5-3-2018

Printed on Recycled Paper

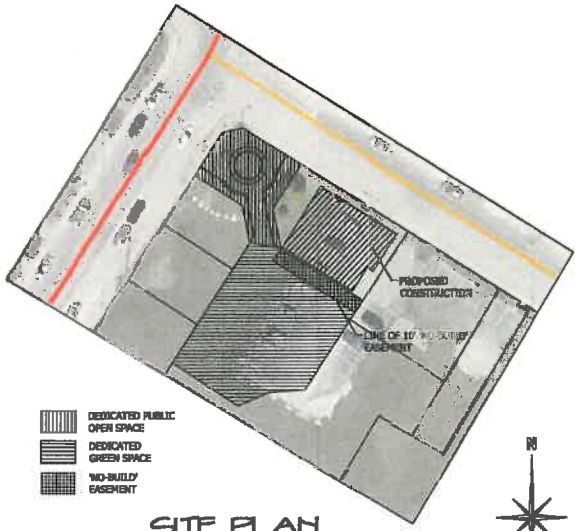


BASEMENT PLAN

SCALE: 1/8"=1'-0"

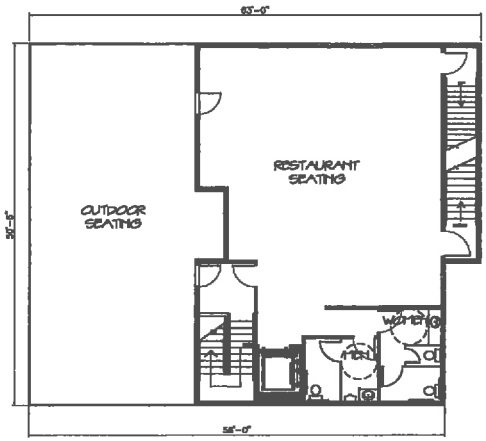
AERIAL

NOT TO SCALE



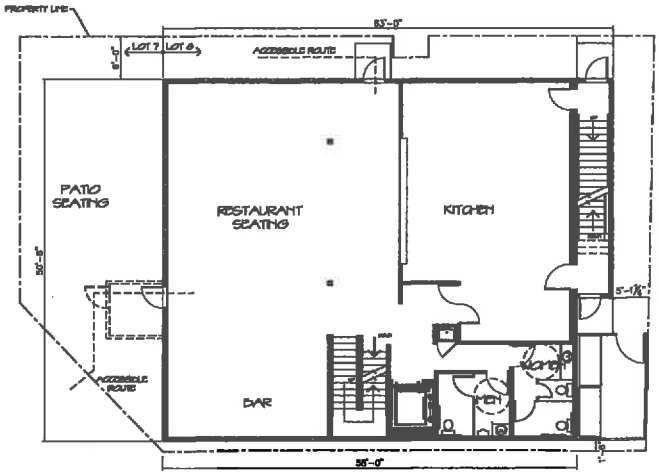
SITE PLAN

SCALE: 1/40"=1'-0"



SECOND FLOOR PLAN

SCALE: 1/8"=1'-0"



FIRST FLOOR PLAN

SCALE: 1/8"=1'-0"

OBJECT TYPE: BUILDING ICC
TRANSACTION ID NO: 2788562
SITE ID NO: 638439
MAJOR OCCUPANCY: A-2 DINING & DRINKING
CLASS OF CONSTRUCTION: TYPE VB UNPROTECTED
PROJECT AREA: 8,400 SQ.FT.
SPRINKLERED BUILDING : NFPA-13

MAXIMUM BUILDING CAPACITY BASED ON NUMBER OF SANITARY FIXTURES
TOTAL RESTAURANT SEATING, INCLUDING OUTDOOR SEATING AT DECK AND PATIO = 200 SEATS TOTAL BAR SEATING = 150 SEATS

SCHEDULE OF DRAWINGS

SH.	DESCRIPTION
1	SITE PLAN, FLOOR PLANS, SCHEDULE OF DRAWINGS
2	FIRST FLOOR PLAN, WALL CONST. DETAILS, BATH AND STAIR DETAILS
3	SECOND FLOOR PLAN, WALL CONST. DETAILS, BATH AND STAIR DETAILS
4	BASEMENT PLAN, WALL CONST. DETAILS AND STAIR DETAILS
5	FOUNDATION PLAN & DETAILS
6	FRAMING PLANS AND HEADER SCHEDULE, ROOF PITCH SCHEMATIC
7	BUILDING SECTIONS
8	BUILDING SECTIONS
9	ELEVATIONS
10	SHEARWALL SCHEDULE, WALL CONSTRUCTION DETAILS
11	STRUCTURAL NOTES

BUILD SET

ISAKSEN Architects
HENRY M. ISAKSEN - ARCHITECT/PLANNER
119 SOUTH MADISON AVENUE
STURGEON BAY, WISCONSIN 54235
PHONE: 920-743-9769 FAX: 920-743-9762
EMAIL: HENRY@ISAKSENARCHITECTS.COM

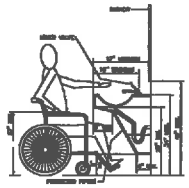
SCHMELTZ COMMERCIAL

SOUTHEAST CORNER OF 57TH AVE AND MILL ROAD
SESTER BAY, WISCONSIN

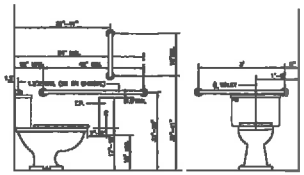
REVISIONS

DATE
11/14/2018

SHEET
1
OF 11



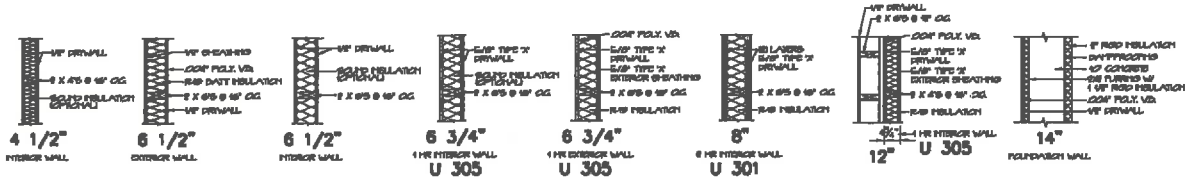
LAVATORY CLEARANCES



GRAB BAR LOCATIONS AT WATER CLOSETS

BATH DETAILS

SCALE: 1/4"=1'-0"



WALL CONSTRUCTION DETAILS

SCALE: 3/8"=1'-0"

IBC SECTION 1210
SURROUNDING MATERIALS

1210.1 FLOORS AND WALL WAIN FINISH MATERIALS. IN OTHER THAN DWELLING UNITS, TOILET, BATHING AND SHOWER ROOM FLOOR FINISH MATERIALS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE. THE INTERSECTIONS OF SUCH FLOORS WITH WALLS SHALL HAVE A SMOOTH, HARD, NONABSORBENT VERTICAL BASE THAT EXTENDS UPWARD ONTO THE WALLS AT LEAST 4 INCHES.

1210.2 WALLS AND PARTITIONS. WALLS AND PARTITIONS WITHIN 2 FEET OF URINALS AND WATER CLOSETS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE, TO A HEIGHT OF 4 FEET ABOVE THE FLOOR, AND EXCEPT FOR STRUCTURAL ELEMENTS, THE MATERIALS USED IN SUCH WALLS SHALL BE OF A TYPE THAT IS NOT ADVERSELY AFFECTED BY MOISTURE.

EXCEPTIONS:
1. DWELLING UNITS AND SLEEPING UNITS.
2. TOILET ROOMS THAT ARE NOT ACCESSIBLE TO THE PUBLIC AND WHICH HAVE NOT MORE THAN ONE WATER CLOSET.

ACCESSORIES SUCH AS GRAB BARS, TOWEL BARS, PAPER DISPENSERS AND SOAP DISHES, PROVIDED ON OR WITHIN WALLS, SHALL BE INSTALLED AND SEALED TO PROTECT STRUCTURAL ELEMENTS FROM MOISTURE.

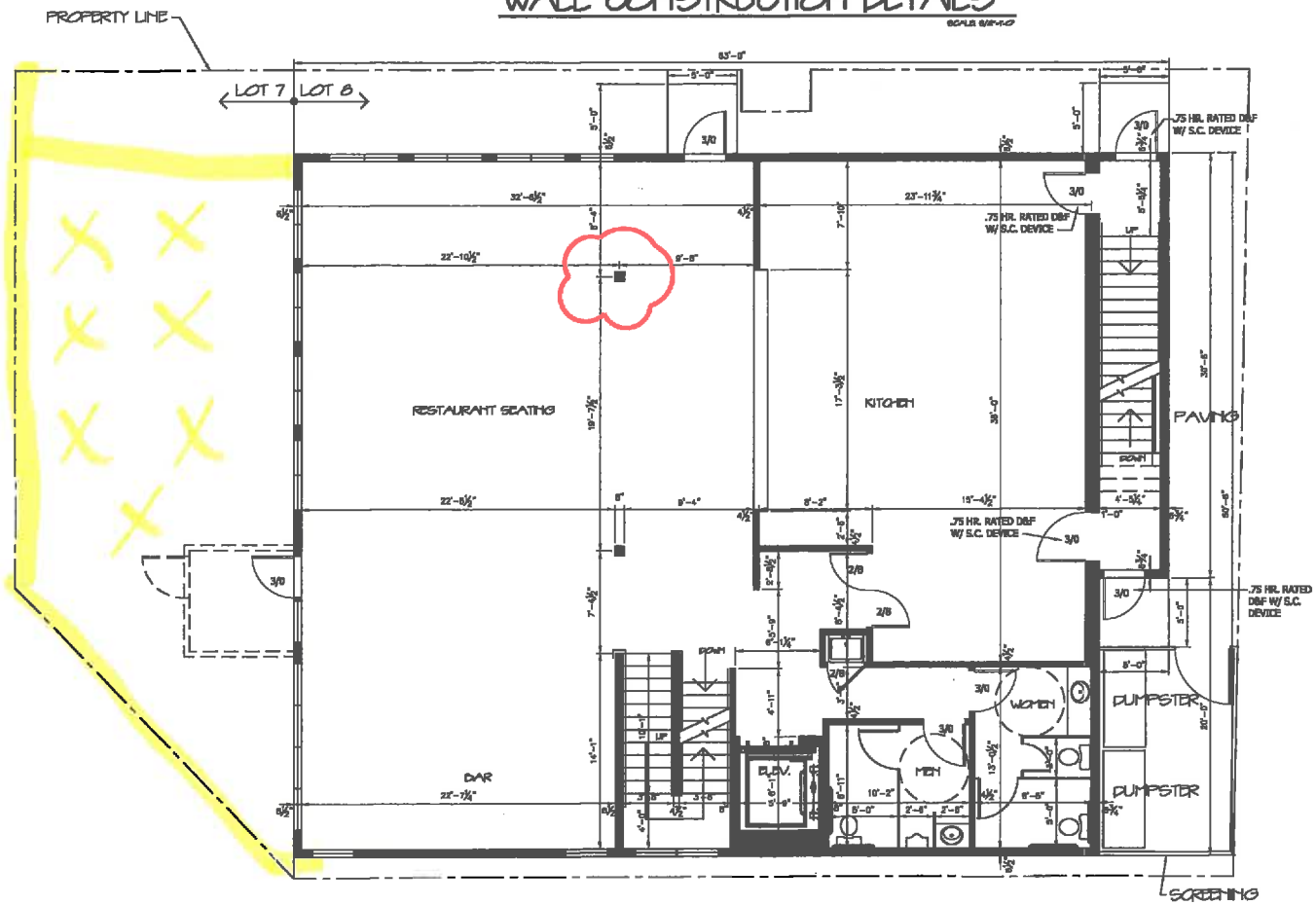
1210.3 SHOWERS. SHOWER COMPARTMENTS AND WALLS ABOVE BATHTUBS WITH INSTALLED SHOWER HEADS SHALL BE FINISHED WITH A SMOOTH, NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 70 INCHES ABOVE THE DRAIN INLET.

GENERAL NOTES - STAIRS
1. RISERS = 7" (MAX.)
2. TREADS = 11" (MIN.)
3. RAILINGS @ 34"-38" ABOVE TREAD NOSE
4. HANDRAILS ON BOTH SIDES OF STAIRS, W/ 12" EXTENSIONS @ TOP (WHERE SUITABLE) AND EQUAL TO ONE TREAD EXTENSION AT BOTTOM OF STAIR.
5. HANDRAIL-GRIPPING SURFACE SHALL BE CONTINUOUS, WITHOUT INTERRUPTION BY NEWEL POSTS OR OTHER OBSTRUCTIONS.
6. GUARDRAILS @ 42" ABOVE STAIRS W/ VERTICALS SPACED SUCH THAT A 4-INCH DIA. SPHERE CANNOT PASS THROUGH ANY OPENING UP TO A HEIGHT OF 34". FROM A HEIGHT OF 34"-42" A SPHERE 8" IN DIA. SHALL NOT PASS. THE TRIANGULAR OPENINGS FORMED BY THE RISER, TREAD AND BOTTOM RAIL AT THE OPEN SIDE OF THE STAIRWAY SHALL BE A MAXIMUM SIZE SUCH THAT A SPHERE OF 6 INCHES IN DIAMETER CANNOT PASS THROUGH THE OPENING.

IBC SECTION 1006
MEANS OF EGRESS ILLUMINATION.

1006.1 ILLUMINATION REQUIRED. THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING SPACE SERVED BY THE MEANS OF EGRESS IS OCCUPIED.

INSTALLATION OF THE EMERGENCY POWER SYSTEM SHALL BE IN ACCORDANCE WITH THE ICC ELECTRICAL CODE.



FIRST FLOOR PLAN

SCALE: 1/4"=1'-0"

BUILD SET

HENRY M. ISAKSEN - ARCHITECT/PLANNER
119 SOUTH MADISON AVENUE
STURGEON BAY, WISCONSIN 54235
PHONE: 920-743-5779 FAX: 920-743-5782
EMAIL: HENRY@ISAKSENARCHITECTS.COM
ISAKSEN Architects

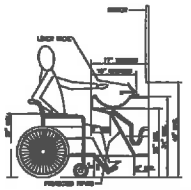
SCHMELTZ COMMERCIAL

SOUTHEAST CORNER OF 9TH AVE AND HILL ROAD
SISTER BAY, WISCONSIN

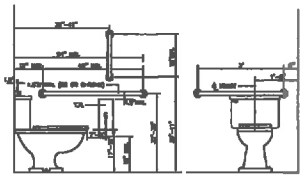
REVISIONS

DATE
11/14/2016

SHEET
2
OF 11



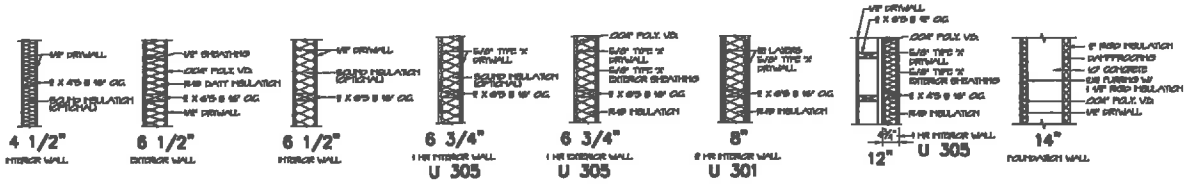
LAVATORY CLEARANCES



GRAB BAR LOCATIONS AT WATER CLOSETS

BATH DETAILS

SCALE: 1/4"=1'-0"



WALL CONSTRUCTION DETAILS

SCALE: 1/4"=1'-0"

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SURFACING MATERIALS

1210.1 FLOORS AND WALL SURF FINISH MATERIALS. IN OTHER THAN DWELLING UNITS, TOILET, BATHROOM AND SHOWER ROOM FLOOR FINISH MATERIALS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE. THE INTERSECTIONS OF SUCH FLOORS WITH WALLS SHALL HAVE A SMOOTH, HARD, NONABSORBENT VERTICAL BASE THAT EXTENDS UPWARD ONTO THE WALLS AT LEAST 4 INCHES.

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1210.3 SHOWERS. SHOWER COMPARTMENTS AND WALLS ABOVE BATHTUBS WITH DETACHED SHOWER HEADS SHALL BE FINISHED WITH A SMOOTH, NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 70 INCHES ABOVE THE DRAIN INLET.

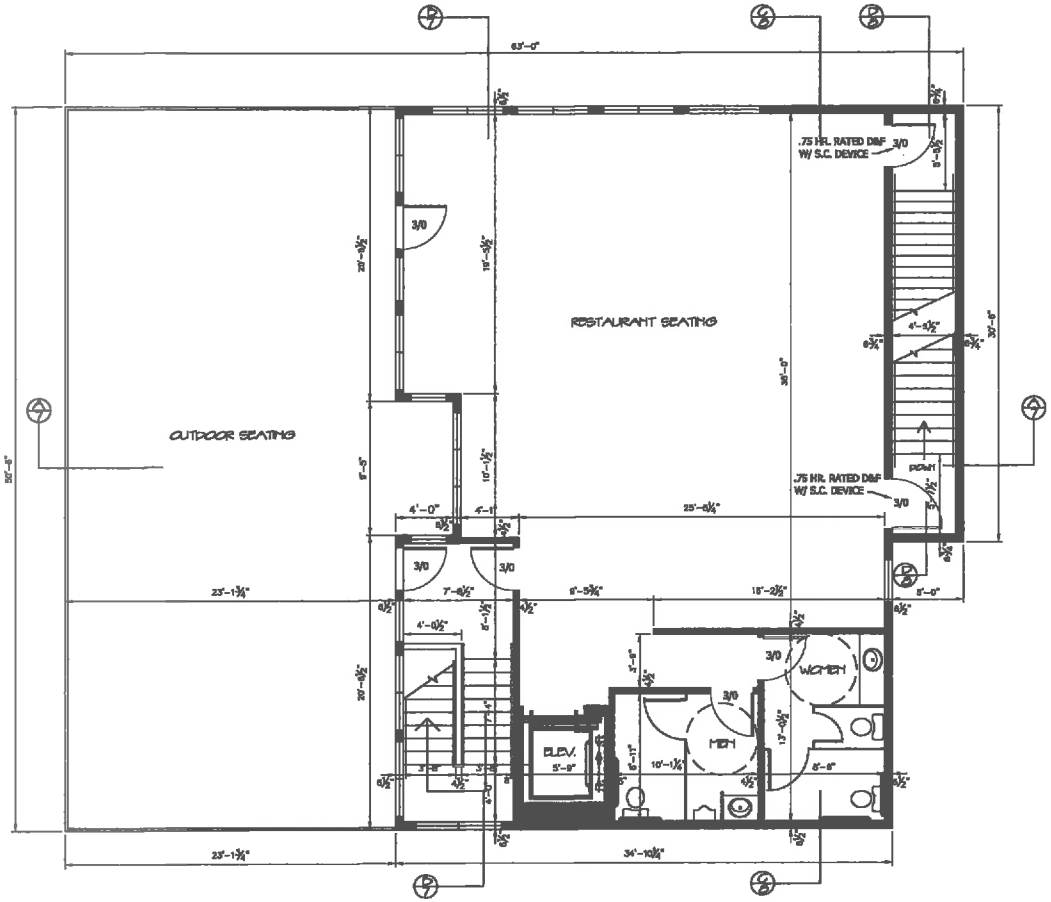
GENERAL NOTES - STAIRS

1. RISERS = 7" (MAX.)
2. TREADS = 11" (MIN.)
3. RAILINGS @ 34"-38" ABOVE TREAD NOSE
4. HANDRAILS ON BOTH SIDES OF STAIRS, W/ 12" EXTENSIONS @ TOP (WHERE SUITABLE) AND EQUAL TO ONE TREAD EXTENSION AT BOTTOM OF STAIR.
5. HANDRAIL-GRIPPING SURFACE SHALL BE CONTINUOUS, WITHOUT INTERRUPTION BY NEWEL POSTS OR OTHER OBSTRUCTIONS.
6. GUARDRAILS @ 42" ABOVE STAIRS W/ VERTICALS SPACED SUCH THAT A 4-INCH DIA. SPHERE CANNOT PASS THROUGH ANY OPENING UP TO A HEIGHT OF 34". FROM A HEIGHT OF 34"-42" A SPHERE 8" IN DIA. SHALL NOT PASS. THE TRIANGULAR OPENINGS FORMED BY THE RISER, TREAD AND BOTTOM RAIL AT THE OPEN SIDE OF THE STAIRWAY SHALL BE A MAXIMUM SIZE SUCH THAT A SPHERE OF 6 INCHES IN DIAMETER CANNOT PASS THROUGH THE OPENING.

IBC SECTION 1006
MEANS OF EGRESS ILLUMINATION

1006.1 ILLUMINATION REQUIRED. THE MEANS OF EGRESS, INCLUDING THE EXIT DISCHARGE, SHALL BE ILLUMINATED AT ALL TIMES THE BUILDING SPACE SERVED BY THE MEANS OF EGRESS IS OCCUPIED.

INSTALLATION OF THE EMERGENCY POWER SYSTEM SHALL BE IN ACCORDANCE WITH THE ICC ELECTRICAL CODE.



SECOND FLOOR PLAN

SCALE: 1/4"=1'-0"

BUILD SET

HENRY M. ISAKSEN - ARCHITECT/PLANNER
119 SOUTH MADISON AVENUE
STURGEON BAY, WISCONSIN 54235
PHONE: 920-743-9789 FAX: 920-743-9782
EMAIL: HENRY@ISAKSENARCHITECTS.COM
ISAKSEN Architects

SCHMELTZ COMMERCIAL

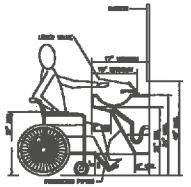
SOUTHEAST CORNER OF 57TH AVE AND HILL ROAD
SISTER BAY, WISCONSIN

REVISIONS

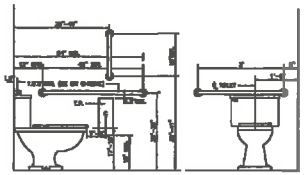
DATE
11/14/2016

SHEET
3
OF 11

48



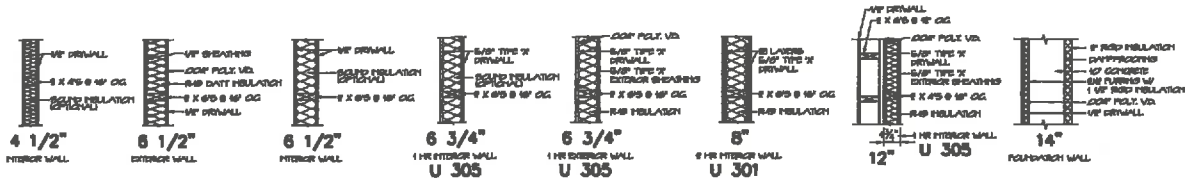
LAVATORY CLEARANCES



GRAB BAR LOCATIONS AT WATER CLOSETS

BATH DETAILS

SCALE: 1/4"=1'-0"



WALL CONSTRUCTION DETAILS

SCALE: 3/8"=1'-0"

IBC SECTION 1210
SURROUNDING MATERIALS

1210.1 FLOORS AND WALL BASE FINISH MATERIALS. IN OTHER THAN DWELLING UNITS, TOILET, BATHING AND SHOWER ROOM FLOOR FINISH MATERIALS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE. THE INTERSECTIONS OF SUCH FLOORS WITH WALLS SHALL HAVE A SMOOTH, HARD, NONABSORBENT VERTICAL BASE THAT EXTENDS UPWARD ONTO THE WALLS AT LEAST 4 INCHES.

1210.2 WALLS AND PARTITIONS. WALLS AND PARTITIONS WITHIN 2 FEET OF URINALS AND WATER CLOSETS SHALL HAVE A SMOOTH, HARD, NONABSORBENT SURFACE, TO A HEIGHT OF 4 FEET ABOVE THE FLOOR, AND EXCEPT FOR STRUCTURAL ELEMENTS, THE MATERIALS USED IN SUCH WALLS SHALL BE OF A TYPE THAT IS NOT ADVERSELY AFFECTED BY MOISTURE.

EXCEPTIONS:
1. DWELLING UNITS AND SLEEPING UNITS.
2. TOILET ROOMS THAT ARE NOT ACCESSIBLE TO THE PUBLIC AND WHICH HAVE NOT MORE THAN ONE WATER CLOSET.

ACCESSORIES SUCH AS GRAB BARS, TOWEL BARS, PAPER DISPENSERS AND SOAP DISHES, PROVIDED ON OR WITHIN WALLS, SHALL BE INSTALLED AND SEALED TO PROTECT STRUCTURAL ELEMENTS FROM MOISTURE.

1210.3 SHOWERS. SHOWER COMPARTMENTS AND WALLS ABOVE BATHTUBS WITH INSTALLED SHOWER HEADS SHALL BE FINISHED WITH A SMOOTH, NONABSORBENT SURFACE TO A HEIGHT NOT LESS THAN 70 INCHES ABOVE THE DRAIN INLET.

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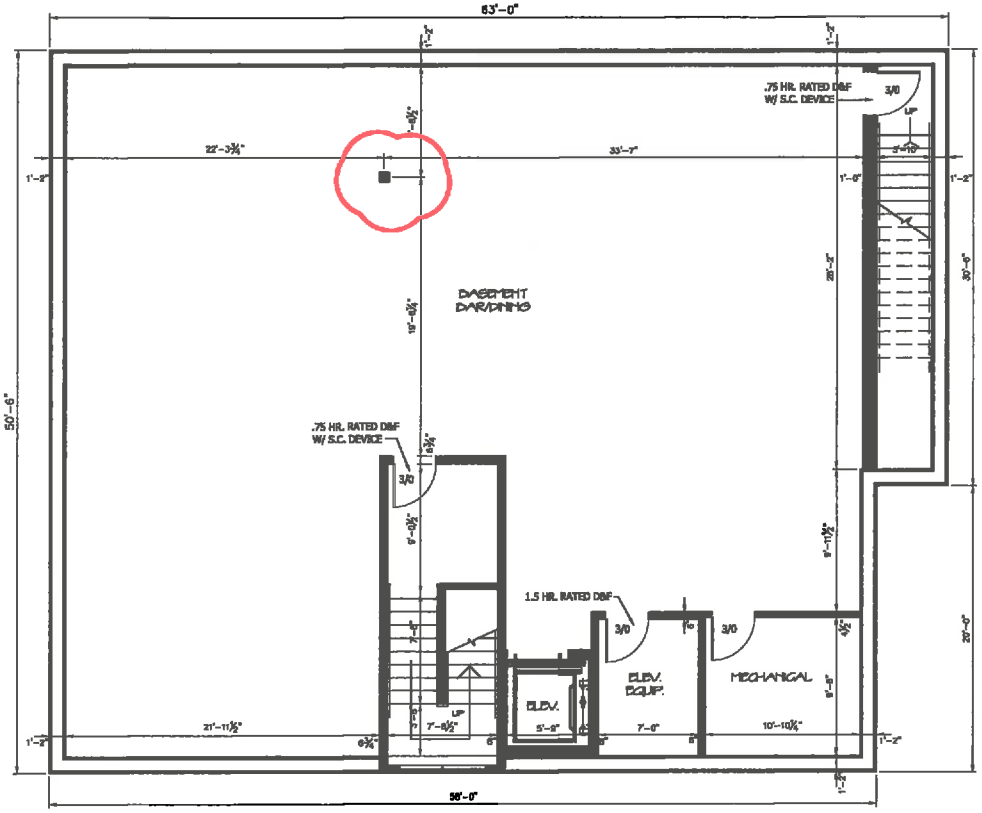
INSTALLATION OF THE EMERGENCY POWER SYSTEM SHALL BE IN ACCORDANCE WITH THE ICC ELECTRICAL CODE.



BASEMENT PLAN

SCALE: 1/4"=1'-0"

BUILD SET

HENRY M. ISAKSEN - ARCHITECT/PLANNER
119 SOUTH MADISON AVENUE
STURGEON BAY, WISCONSIN 54235
PHONE: 920-743-6769 FAX: 920-743-6762
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SCHMELTZ COMMERCIAL

SOUTHEAST CORNER OF 9TH AVE AND HILL ROAD
SISTER BAY, WISCONSIN

REVISIONS

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11/14/2016

SHEET
4
OF 11

Village of Sister Bay
BOARD REPORT

Meeting Date 01/17/2017

Recommendation:
Three amendments are before you this evening:

1. That the Village Bylaws be amended so that any Trustee may serve as Chairman of the Plan Commission.
2. Amend the Bylaws memorializing a recommendation of the Parks Committee to form a "Holiday Display" Committee.

Background:

Item 1
Our President asked me to research the feasibility of altering the membership of our Plan Commission, specifically, whom may serve as Chairman. Here is what I found.

There are currently two impediments to changing membership on the Plan Commission:
1. Village Bylaws

Amending the Bylaws takes simple Board action, and is before you tonight for consideration.

2. Zoning Ordinance

The Village's Charter does not specify whom may serve as Chairman of the Plan Commission, or the makeup of the Plan Commission. Rather, it was memorialized as a part of the Zoning Code. This is irregular, because it then creates an entitlement to appointed officials to determine the fate of themselves, removing the spirit of open government and the will of the people to act through their elected representatives. We will draft an appropriate amendment and bring it back for consideration, possibly in February or March.

Item 2
The Parks Committee has recommended a Committee be formed to develop a master holiday decoration plan, creating a lighting attraction in Sister Bay for the Holidays.

Fiscal Impact:
None

Respectfully submitted,

Zeke Jackson
Village Administrator

VILLAGE OF SISTER BAY
COMMITTEE/COMMISSION BYLAWS AND RULES

~~Draft 062116~~*Draft 011716*

1. COMMITTEE/COMMISSION ORGANIZATION

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

2. COMMITTEE/COMMISSION MEETINGS

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

3. QUORUM

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

4. ABSENCES AND ATTENDANCE

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

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

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

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

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

5. AGENDA AND MINUTES

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

6. EXPENSES

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

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

7. BUDGET

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

8. OTHER

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

The Village President shall serve as an Ex-Officio member of all Committees, Commissions and Boards organized by the Village.

9. DEFINITIONS

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

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

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

DUTIES OF COMMITTEES OR COMMISSIONS

~~**BAY SHORE DR. AND WATERFRONT OVERSIGHT COMMITTEES DELETED**~~

ADMINISTRATIVE COMMITTEE

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

ADMINSTRATION AND COMPENSATION OVERSIGHT COMMITTEE

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

~~.~~**The President may serve as an ex officio member if not otherwise appointed.**

DOOR COUNTY COASTAL BYWAY COMMISSION

Door County's Coastal Byway, a Wisconsin Scenic Byway, stretches over 66 miles of the Northern Door Peninsula. In 2010, the Door County Coastal Byway Commission was created, and its members are bound by the provisions of an Intergovernmental Agreement, which was executed by representatives of the Villages of Sister Bay, Ephraim and Egg Harbor, and the Towns of Gibraltar, Baileys Harbor, Sevastopol, Liberty Grove and Jacksonport. Each of those municipalities is entitled to have one representative on the Commission. The Village has elected to have a trustee or the Village Administrator represent it on the Commission.

DOOR COUNTY ECONOMIC DEVELOPMENT CORPORATION

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

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

ECONOMIC DEVELOPMENT COMMITTEE

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

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

The President may serve as an ex officio member if not otherwise appointed.

FINANCE COMMITTEE

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

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

The President may serve as an ex officio member if not otherwise appointed.

FIRE BOARD

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

FIRE DISTRICT EXPLORATORY COMMITTEE

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

HISTORICAL SOCIETY

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

HOLIDAY DISPLAY COMMITTEE

This Committee, an Ad Hoc Committee, is charged with creating a seasonal attraction to Sister Bay by:

(a) Developing a Master Plan for 3-5 year implementation for Holiday Lighting and Displays

(b) Coordinating the Village's Plan with Businesses and Private Residents to encompass the entire Village in some part of the display.

(c) Developing a budget proposal for Consideration by the Finance Committee.

Membership shall consist of 2 SBAA Representatives, 1 Representative of a Religious Institution, 2 Residents, 2 Business members, the Village President, Parks Director and Village Administrator shall serve as Ex-Officio members.

LIBRARY COMMISSION

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

MARINA COMMITTEE

The Marina Committee, which is a standing committee, shall consist of three Trustees, four residents or citizens, two of whom shall serve as "alternates" and the Marina Manager. The Marina Manager shall serve as an "ex-officio" non-voting member. The

Village Board has determined that residents or citizens who serve on the Marina Committee are entitled to compensation for their services. The Marina Committee shall:

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

The President may serve as an ex officio member if not otherwise appointed.

MARINA FEST COMMITTEE

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

The Marina Fest Committee shall:

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

The President may serve as an ex officio member if not otherwise appointed.

PARKS, PROPERTY AND STREETS COMMITTEE

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

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

THE PRESIDENT MAY SERVE AS AN EX OFFICIO MEMBER IF NOT OTHERWISE APPOINTED.

PARKING COMMITTEE

THE PARKING COMMITTEE SHALL EVALUATE AND STUDY PARKING AND TRANSPORTATION ASSEETS, ORDINANCES, REGULATIONS, EXISTING AND PLANNED INFRASTRUCTURE, SIGNAGE, AND OTHER ASPECTS OF TRAFFIC AND PARKING IN THE VILLAGE AND MAKE FINAL RECOMMENDATIONS TO THE VILLAGE'S PARKS, PROPERTY AND STREETS COMMITTEE.

(a) SHALL CONSIST OF: 2 TRUSTEES, 2 BUSINESS OWNERS, AND 1 SBAA REPRESENTATIVE.

THE PRESIDENT MAY SERVE AS AN EX OFFICIO MEMBER IF NOT OTHERWISE APPOINTED.

PERSONNEL COMMITTEE

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

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

The President may serve as an ex officio member if not otherwise appointed.

PLAN COMMISSION

The Plan Commission for the Village of Sister Bay, which is statutory, shall consist of three Trustees, four residents and one ex-officio citizen member with recognized experience and qualifications related to planning and development. The Village Board has determined that residents or the citizen, who serve on the Plan Commission are entitled to compensation for their services. The Plan Commission shall promote the public health, safety, morals, comfort, prosperity, aesthetics, and general welfare of the Village as provided in Chapter 66 of the Village's Code of Ordinances. It is the general intent of Chapter 66 to regulate and restrict the use of all structures, lands and waters; to regulate and restrict lot coverage, population distribution, and density; and to regulate and restrict size and location of all structures so as to: lessen congestion in and promote the safety and efficiency of the streets and highways; secure safety from fire, flooding, panic and other danger; provide adequate sanitation and drainage; prevent overcrowding of land; avoid undue concentration of population; facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements; provide adequate light and air, including access to sunlight for solar collectors and wind for energy systems; encourage the protection of ground water; stabilize and protect property values; further the appropriate use of land and conservation of natural resources; preserve and promote the beauty of the community; and implement the community's Comprehensive Plan or plan components. To this end, Chapter 66 provides for administration and enforcement of applicable Ordinances and provides penalties for violations.

COMMUNICATIONS AND TECHNOLOGY COMMITTEE

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

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

The President may serve as an ex officio member if not otherwise appointed.

SISTER BAY ADVANCEMENT ASSOCIATION BOARD OF DIRECTORS

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

~~TEEN~~ YOUTH CENTER BOARD

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

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

The President may serve as an ex officio member if not otherwise appointed.

TOURISM ZONE COMMISSION

The Door County Tourism Zone Commission is an intergovernmental entity established by the municipalities in Door County to encourage tourism, the success of which is measured by an increase in overnight stays at various lodging establishments. The Commission is responsible for collecting a 5.5% tax on room charges, and the Village is bound by Ordinance No. 123-121206 and Resolution No. 160-121206, which relate to the room tax and the creation of an Intergovernmental Tourism Zone Commission. Based upon the room tax collected to date Sister Bay is entitled to and has appointed two residents or citizens to serve as voting members of the Tourism Zone Commission. Those resident or citizens will preferably own or operate a lodging establishment(s) in the Village and will serve one-year terms on the Commission. Any appointments to the Tourism Zone Commission are considered other committee appointments.

UTILITIES COMMITTEE

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

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

Water, Sewer and Storm Sewer Committee

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

The President may serve as an ex officio member if not otherwise appointed.

ZONING BOARD OF APPEALS

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

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

~~Draft 06211~~Draft 0117176

1. MEETINGS, REGULAR AND SPECIAL

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

2. QUORUM

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

3. PRESIDING OFFICER

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

4. PRESIDING OFFICER'S DUTIES

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

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

5. ABSENCE OF VILLAGE PRESIDENT

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

6. AGENDA

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

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

7. Term Of Office

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

8. Committees And Commissions

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

The President shall serve as an ex-officio of all committees, commissions and boards organized by the Village.

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

~~Bay Shore Drive and Waterfront Oversight Committees Deleted~~

NAME & TYPE OF COMMITTEE/COMMISSION	**MEMBERSHIP**
Administrative Committee *(Standing Committee)*	The Village President.
Door County Coastal Byway Commission *(Other Committee Appointments)*	1 Trustee or the Village Administrator.
Door County Economic Development Corporation – DCEDC *(Other Committee Appointments)*	1 Trustee. The Village Administrator shall also serve as an "ex-officio" non-voting DCEDC member.
Economic Development Committee *(Ad Hoc Committee)*	1 Trustee and 7 resident or citizens, one of whom shall serve as an alternate. The Village Administrator and Bill Chaudoir of the DCEDC shall serve as ex officio non-voting members. President may

	serve as an ex officio member if not otherwise appointed.
Administration and Compensation Oversight Committee *(Ad Hoc Committee)*	1 member from Finance, Administration, Personnel Committees and 1 citizen member with recognized experience. President may serve as an ex officio member if not otherwise appointed.
Finance Committee *(Standing Committee)*	3 Trustees. President may serve as an ex officio member if not otherwise appointed.
Fire Board *(Standing Committee)*	2 Village Trustees and 3 Supervisors from the Town of Liberty Grove.
Fire District Exploratory Committee **(***(Other Committee Appointment)*	1 Trustee or resident with recognized experience and qualifications, 1 Fire Fighter from the Sister Bay-Liberty Grove Fire Department and the Fire Chief.
Holiday Display Committee	2 SBAA Representatives, 1 Representative of a Religious Institution, 2 Residents, 2 Business members, the Village President, Parks Director and Village Administrator shall serve as Ex-Officio members.
Historical Society *(Other Committee Appointment)*	1 Trustee who will serve as a Liaison.
Library Commission *(Standing Committee)*	1 Trustee and 2 Village residents, and 1 Town Board member and 2 Town residents. A Secretary/Treasurer, who is hired by the Commission, as well as the Sister Bay-Liberty Grove Head Librarian serve as ex-officio non-voting members.
Marina Committee *(Standing Committee)*	3 Trustees, 4 residents or citizens, two of whom shall serve as alternates, and the Marina Manager, who shall serve as an "ex-officio" non-voting member of the Marina Committee. President may serve as an ex officio member if not otherwise appointed.
Marina Fest Committee *(Standing Committee)*	1 Trustee, 1 member of the Marina Committee, and 1 citizen ~~alternate~~member. ~~1 member of the parks committee deleted~~. President may serve as an ex officio member if not otherwise appointed.

Parking (Ad Hoc)	2 Trustees, 2 Business Owners, 1 SBAA Representative
Parks, Property and Streets Committee *(Standing Committee)*	3 Trustees and 1 resident member. President may serve as an ex officio member if not otherwise appointed.
Personnel Committee *(Standing Committee)*	3 Trustees. President may serve as an ex officio member if not otherwise appointed.
Plan Commission *(Statutory)*	3 Trustees, 4 residents, and one ex-officio citizen member with recognized experience and qualifications related to planning and development.
Communications and Technology Committee *(Standing Committee)*	3 Trustees and 1 resident member with skills and experience in the area of technology. President may serve as an ex officio member if not otherwise appointed.
Sister Bay Advancement Association - SBAA - Board of Directors *(Other Committee Appointment)*	1 Trustee, who shall be a voting member of the SBAA Board, and shall also act as the Village Board Liaison to the SBAA.
~~Teen~~ Youth Center Board *(Standing Committee)*	1 Trustee, 1 resident or citizens and 1 ~~teen~~Youth~~s~~. The officers of the ~~Teen~~ Youth Center Board shall be elected annually. President may serve as an ex officio member if not otherwise appointed.
Tourism Zone Commission *(Other Committee Appointments)*	Based upon room tax collected to date the Village is entitled to have 2 representatives on the Tourism Zone Commission. Preferably, those residents or citizens shall own or operate a lodging establishment(s) in the Village.
Utilities Committee *(Standing Committee)*	3 Trustees from the Village, one of whom shall be the Chair of the Committee, and three members from the Town of Liberty Grove, one of whom shall be a Town Board member, and one of whom shall be a Utility District Committee member.
Water, Sewer and Storm Sewer Committee *(Standing Committee)*	3 Trustees. President may serve as an ex officio member if not otherwise appointed.
Zoning Board of Appeals *(Statutory)*	5 residents and 2 resident alternates

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

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

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

9. NATIONAL INCIDENT MANAGEMENT SYSTEM

The NIMS training program is intended for all personnel who are directly involved in emergency management and response. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel. Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. This training is intended to aid people who don't usually work together to seamlessly respond to and recover from a disaster either natural or man-made. Therefore, FEMA recommends the following training for elected and appointed officials: G-402 Incident Command System (ICS) Overview for Executives/Senior Officials, G-191 Incident Command System/Emergency Operations Center Interface. Within one year of being elected each new Trustee shall meet the minimum requirements to be NIMS compliant outlined by FEMA standards.

10. CONSENT TO SPEAK

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

11. MOTIONS

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

12. ROLL CALL VOTE

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

13. ABSTAINING ON VOTE

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

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

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

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

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

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

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

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

a) Commit to regular attendance at Board meetings unless excused and be properly prepared for deliberation.
b) Understand and follow all provisions of the Wisconsin Open Meetings Law as well as any other applicable statutes that govern the conduct of elected officials.
c) Respect the confidentiality appropriate to issues of a sensitive nature and never discuss in public the issues discussed during closed sessions.

d) Respect, listen to and communicate with fellow Board members and the Village Administrator.
e) Acknowledge that the authority over Village policies or operations resides in the Village Board and not with individual Trustees.
f) Make a committed effort to continuing education and to be well informed about issues and trends that could affect the Village.
g) Represent all the people of the community while avoiding partisanship based upon special interests.
h) Keep the best interests of the Village in mind by considering himself/herself a "Trustee" of the Village, and do his/her best to ensure that the Village is well maintained, financially secure, growing, and always operating in the best interests of those the Village serves.
i) Be available and responsive to residents by interpreting the needs of citizens to the Village and by interpreting the actions of the Village to citizens without favor of any particular geographic area or interest group.
j) Make decisions involving the welfare of the community based upon study and evidence, recognizing that personal feelings and other such factors are not conducive to sound decision-making; and always remember that respecting the opinions of fellow Board members is vital. When outside of Board meetings Board members shall avoid making individual pronouncements and public conjectures about Village matters not yet decided by the Board.
k) Not promise in advance of a meeting how he/she will vote on any issue, reserving judgment until all the facts have been presented.
l) Accept the principal of Board unity by supporting the majority decisions of the Board.
m) Not engage in "self-dealing" or interfere in the conduct of any private business for personal services between any Board member and the organization, except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
n) Recuse himself/herself from discussing or voting on an issue about which he/she has a conflict of interest.
o) Not use his/her position to obtain employment for him/her, for family members or for close associates. (Should a member desire employment by the Village, he/she must first resign.)
p) Respect the Board's commitment to work with the Village Administrator by:
    1) Requesting desired information about programs directly from the Village Administrator;
    2) Referring to the Village Administrator's suggestions for new policies;
    3) Seeking the Village Administrator's professional advice;
    4) Refraining from acting on any complaint until the Village Administrator has had an opportunity to investigate it fully and report to the Board; and,
    5) Supporting Board-approved actions of the Village Administrator and staff.

q) Understand and respect the separation of Board responsibilities and functions from those of the Village Administrator and staff. The Board's responsibility is to ensure that the Village is well managed—not to manage the Village.

21. Electronic Participation in Meetings.

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

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

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

22. EXPENSES

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

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

23. Electronic Delivery of Information

Board, Committee and Commission members that are part of Standing Committees shall have Agendas, Packets, and Meeting Materials delivered electronically. The Village Board shall annually authorize a sum of monies through its budget to fulfill "at home" printing of materials by Board, Committee and Commission members. These costs shall not exceed the cost of materials.

Village of Sister Bay
Board Report

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

Meeting Date: 12/27/2016
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		$ 140,842.45	
Bank fees & bills paid electronically		27,345.37	
Village Total			*$ 168,187.82*
Marina bills prepaid		$ 29,749.43	
Marina sales tax		2,828.11	
Marina credit card fees		748.24	
Marina Total			*$ 33,325.78*
Ice Rink Fund bills		$ 1,094.40	
Ice Rink Sales Tax		-	
Minor Funds Total			*$ 1,094.40*
Debt Service	Village	$ 22,300.00	
	Marina	-	
	Utilities	-	
Debt Service Total			*$ 22,300.00*
CIP/TIF bills prepaid		$ 170,468.11	
CIP/TIF Bank fees paid electronically		-	
CIP/TIF total			*$ 170,468.11*
Utility bills prepaid		$ 93,121.71	
Bank fees & bills paid electronically		163.96	
Utility total			*$ 93,285.67*
Net payroll:	11/11, 11/25, 12/9, 12/23	$ 72,954.86	
State taxes paid online in Oct & Nov		4,530.34	
Retirement paid online in Oct & Nov		16,357.96	
Payroll/taxes total			*$ 93,843.16*
TOTAL ALL BILLS			**$ 582,504.94**

Fiscal Impact: As above

Respectfully submitted,

Tasha M. Rass

Tasha M. Rass
Village Finance Director

Report Criteria:
Detail report.
Invoice detail records above $0 included.
Only paid invoices included.
Invoice Detail.Input date = 10/27/2016-12/23/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
20455									
20455	DOOR COUNTY SHERIFF	40012601	Fall Fest Security Service	10/26/2016	3,010.36	3,010.36	11/03/2016		100
20515									
20515	FERRELL GAS	1093569354	propane Library	10/17/2016	144.30	144.30	11/08/2016		100
20515	FERRELL GAS	1093820755	propane Library	11/07/2016	112.49	112.49	12/07/2016		100
41090									
41090	JUNGWIRTH'S ACE HARDW	103116	Going Garbage reimb for broken	10/31/2016	5.34	5.34	11/17/2016		100
61540									
61540	OFFICE DEPOT	873560986001	supplies to be reimb	10/21/2016	4.49	4.49	12/01/2016		100
71931									
71931	SISTER BAY MOBIL	11/30 COMB	Sister Bay/Liberty Grove Fire	11/30/2016	60.10	60.10	12/01/2016		100
71891									
71891	SECURIAN FINANCIAL GRO	117	Life Insurance	12/05/2016	412.64	412.64	12/07/2016		100
61637									
61637	PITNEY BOWES	112216	Postage for Meter	11/22/2016	300.00	300.00	12/01/2016		100
20505									
20505	EMPLOYEE BENEFITS COR	1685707	fLEX FEES FOR 2017	11/15/2016	545.00	545.00	11/22/2016		100
99998									
99998	One Time Vendors	MASTER GAR	master gardener course felhofer	11/22/2016	70.00	70.00	11/22/2016		100
20512									
20512	EFTPS - ONLINE 941 PAYM	PR1105160	PRINT PAPER CHECK TO UPDA	11/07/2016	2,181.85	2,181.85	11/07/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1119160	PRINT PAPER CHECK TO UPDA	11/25/2016	2,205.12	2,205.12	11/28/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1203160	PRINT PAPER CHECK TO UPDA	12/08/2016	2,266.17	2,266.17	12/09/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1217160	PRINT PAPER CHECK TO UPDA	12/20/2016	3,611.92	3,611.92	12/23/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1105160	PRINT PAPER CHECK TO UPDA	11/07/2016	3,119.74	3,119.74	11/07/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1105160	PRINT PAPER CHECK TO UPDA	11/07/2016	729.64	729.64	11/07/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1119160	PRINT PAPER CHECK TO UPDA	11/25/2016	1,562.19	1,562.19	11/28/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1119160	PRINT PAPER CHECK TO UPDA	11/25/2016	1,562.19	1,562.19	11/28/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1119160	PRINT PAPER CHECK TO UPDA	11/25/2016	365.37	365.37	11/28/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1119160	PRINT PAPER CHECK TO UPDA	11/25/2016	365.37	365.37	11/28/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1203160	PRINT PAPER CHECK TO UPDA	12/08/2016	1,565.35	1,565.35	12/09/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1203160	PRINT PAPER CHECK TO UPDA	12/08/2016	1,565.35	1,565.35	12/09/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1203160	PRINT PAPER CHECK TO UPDA	12/08/2016	366.07	366.07	12/09/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1203160	PRINT PAPER CHECK TO UPDA	12/08/2016	366.07	366.07	12/09/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1217160	PRINT PAPER CHECK TO UPDA	12/20/2016	2,047.81	2,047.81	12/23/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1217160	PRINT PAPER CHECK TO UPDA	12/20/2016	55.86	55.86	12/23/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1217160	PRINT PAPER CHECK TO UPDA	12/20/2016	13.06	13.06	12/23/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1217160	PRINT PAPER CHECK TO UPDA	12/20/2016	2,047.81	2,047.81	12/23/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1217160	PRINT PAPER CHECK TO UPDA	12/20/2016	478.92	478.92	12/23/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1217160	PRINT PAPER CHECK TO UPDA	12/20/2016	478.92	478.92	12/23/2016		100
30751									
30751	GREAT-WEST	PR1105160	Great West Deferred Comp. DE	11/07/2016	970.36	970.36	11/07/2016		100
30751	GREAT-WEST	PR1105160	Great West Deferred Comp. EM	11/07/2016	164.64	164.64	11/07/2016		100
30751	GREAT-WEST	PR1119160	Great West Deferred Comp. DEF	11/25/2016	970.36	970.36	11/29/2016		100
30751	GREAT-WEST	PR1119160	Great West Deferred Comp. EMP	11/25/2016	164.64	164.64	11/29/2016		100
30751	GREAT-WEST	PR1203160	Great West Deferred Comp. DEF	12/08/2016	970.36	970.36	12/09/2016		100
30751	GREAT-WEST	PR1203160	Great West Deferred Comp. EMP	12/08/2016	164.64	164.64	12/09/2016		100
30751	GREAT-WEST	PR1217160	Great West Deferred Comp. DEF	12/20/2016	970.36	970.36	12/23/2016		100
30751	GREAT-WEST	PR1217160	Great West Deferred Comp. EMP	12/20/2016	164.64	164.64	12/23/2016		100
71891									
71891	SECURIAN FINANCIAL GRO	1216	Life Insurance	11/10/2016	414.32	414.32	11/17/2016		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10110									
10110	AFLAC	293589	Employee-funded premium	12/12/2016	317.84	317.84	12/15/2016		100
10110	AFLAC	863499	Employee-funded premium	11/12/2016	317.84	317.84	11/17/2016		100
72059									
72059	UNITED HEALTH CARE	C0042116795	December Health Ins. Premium	11/16/2016	16,958.39	16,958.39	11/22/2016		100
20007									
20007	DELTA DENTAL OF WIS	969276	Dental insurance	11/30/2016	1,225.40	1,225.40	12/01/2016		100
71938									
71938	STANDARD INSURANCE C	LONG TERM D	LTD Ins. Prem. - November	11/16/2016	371.58	371.58	11/22/2016		100
20505									
20505	EMPLOYEE BENEFITS COR	1676229	Dependent Care - FSA	11/07/2016	416.66	416.66	11/22/2016		100
20505	EMPLOYEE BENEFITS COR	1709752	BestflexPlan	12/15/2016	50.00	50.00	12/20/2016		100
31809									
31809	HSABANK	111116	Employer Contribution	11/30/2016	356.12	356.12	12/01/2016		100
31809	HSABANK	111116	Employee Contribution	11/30/2016	1,033.12	1,033.12	12/01/2016		100
20460									
20460	DOOR COUNTY CLERK'S O	2016DOG	2016 Dog License fee	12/07/2016	180.50	180.50	12/07/2016		100
82350									
82350	WI PUBLIC SERVICE	NOV 2016	Admin Bldg	11/30/2016	250.00	250.00	12/02/2016		100
82350	WI PUBLIC SERVICE	OCT16	Admin Bldg	10/31/2016	170.38	170.38	11/03/2016		100
82350	WI PUBLIC SERVICE	NOV 2016	Village Hall	11/30/2016	193.76	193.76	12/02/2016		100
82350	WI PUBLIC SERVICE	OCT16	Village Hall	10/31/2016	228.61	228.61	11/03/2016		100
20515									
20515	FERRELL GAS	1093603222	propane fire station	10/19/2016	257.57	257.57	11/08/2016		100
20515	FERRELL GAS	1093857117	propane fire station	11/09/2016	638.19	638.19	12/07/2016		100
82350									
82350	WI PUBLIC SERVICE	NOV 2016	Fire Station	11/30/2016	639.65	639.65	12/02/2016		100
82350	WI PUBLIC SERVICE	OCT16	Fire Station	10/31/2016	715.49	715.49	11/03/2016		100
40956									
40956	INNOVATIVE PRINTING LLC	21956	Tax bill insert	10/31/2016	219.00	219.00	11/22/2016		100
41316									
41316	MARCO INC	19527731	public copies	10/12/2016	.00	.00			100
41316	MARCO INC	19685123	public copies	11/11/2016	.75	.75	12/01/2016		100
61540									
61540	OFFICE DEPOT	873560986001	copy paper	10/21/2016	32.28	32.28	12/01/2016		100
92404									
92404	WCMA	JACKSON	membership dues	11/22/2016	110.25	110.25	11/22/2016		100
20464									
20464	DOOR COUNTY REAL PRO	112816	Property Owner's addresses - rec	11/28/2016	5.00	5.00	12/01/2016		100
71920									
71920	SISTER BAY ADVANCEMEN	1059	reimb for gen adv exp	12/05/2016	132.25	132.25	12/15/2016		100
40963									
40963	INSPECTION SPECIALIST L	NOV2016	Building Inspection	11/30/2016	3,559.70	3,559.70	12/20/2016		100
40963	INSPECTION SPECIALIST L	OCT2016	Building Inspection - Oct 2016	10/31/2016	620.10	620.10	11/22/2016		100
20452									
20452	DOOR COUNTY IT DEPT	40012684	admin fee	11/09/2016	20.36	20.36	11/17/2016		100
20452	DOOR COUNTY IT DEPT	40012813	server	12/07/2016	54.93	54.93	12/15/2016		100
20452	DOOR COUNTY IT DEPT	40012813	admin fee	12/07/2016	8.11	8.11	12/15/2016		100
72029									
72029	TOWN OF SEVASTOPOL	2016-098	video recording - board meeting	11/04/2016	200.00	200.00	11/17/2016		100
72029	TOWN OF SEVASTOPOL	2016-099	video recording - board meeting	11/04/2016	200.00	200.00	11/17/2016		100
72029	TOWN OF SEVASTOPOL	2016-100	video recording - board meeting	11/04/2016	300.00	300.00	11/17/2016		100
72029	TOWN OF SEVASTOPOL	2016-102	video recording - board meeting	11/18/2016	175.00	175.00	11/22/2016		100
20455									
20455	DOOR COUNTY SHERIFF	40012601	Sheriff Security Service	10/26/2016	565.16	565.16	11/03/2016		100
61633									
61633	PINKERT LAW FIRM LLP	120O	General legal issues	10/31/2016	366.50	366.50	11/17/2016		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
61633	PINKERT LAW FIRM LLP	120O	WWTP rights	10/31/2016	1,219.00	1,219.00	11/17/2016		100
61633	PINKERT LAW FIRM LLP	120O	Quarry	10/31/2016	79.50	79.50	11/17/2016		100
61633	PINKERT LAW FIRM LLP	120S	General legal issues	09/30/2016	503.50	503.50	11/17/2016		100
61633	PINKERT LAW FIRM LLP	120S	SBYC	09/30/2016	106.00	106.00	11/17/2016		100
61633	PINKERT LAW FIRM LLP	120S	WWTP rights	09/30/2016	795.00	795.00	11/17/2016		100
61633	PINKERT LAW FIRM LLP	120S	Board of Review	09/30/2016	1,086.50	1,086.50	11/17/2016		100
10007									
10007	ACTION APPRAISERS INC	1713	Assessor	11/01/2016	2,875.00	2,875.00	11/03/2016		100
10007	ACTION APPRAISERS INC	1722	Assessor	12/02/2016	2,875.00	2,875.00	12/15/2016		100
30704									
30704	WISCONSIN MEDIA	262603	Legal notices - Village	11/30/2016	256.64	256.64	12/15/2016		100
12238									
12238	BOETTCHER COMMUNICAT	14995	Village website support	11/29/2016	87.08	87.08	12/07/2016		100
71982									
71982	CHRISTY SULLY	112816	travel reimb - tax bills	11/28/2016	36.72	36.72	12/01/2016		100
30704									
30704	WISCONSIN MEDIA	262603	Election notices	11/30/2016	24.08	24.08	12/15/2016		100
61540									
61540	OFFICE DEPOT	873560986001	office supplies - Elections	10/21/2016	2.65	2.65	12/01/2016		100
71982									
71982	CHRISTY SULLY	111016	travel reimb - elections	11/10/2016	39.96	39.96	11/17/2016		100
10113									
10113	SHIRLEY ADAMS	11816	Poll Worker compensation	11/08/2016	152.50	152.50	11/17/2016		100
10123									
10123	BETTY ANDERSON	11816	Poll Worker compensation	11/17/2016	157.50	157.50	11/17/2016		100
10125									
10125	ROBERT ANDERSON	11816	Poll Worker compensation	11/08/2016	150.00	150.00	11/17/2016		100
34851									
34851	JACKIE HOEKSTRA	11816	Poll Worker compensation	01/18/2016	157.50	157.50	11/17/2016		100
41207									
41207	LELAND D LHOST	11816	Poll Worker compensation	11/08/2016	150.00	150.00	11/17/2016		100
41221									
41221	JILL R LHOST	11816	Poll worker	11/17/2016	150.00	150.00	11/17/2016		100
72995									
72995	DOUGLAS VAN VOROUS	11816	Poll worker compensation	01/18/2016	150.00	150.00	11/17/2016		100
80005									
80005	WARNING LITES	1115-2957	Fall Fest Traffic Control Signs	11/04/2016	849.30	849.30	11/08/2016		100
20599									
20599	EVENSON LAUNDRY INC	707728	Entrance mats - Admin Bldg	10/07/2016	28.00	28.00	11/08/2016		100
20599	EVENSON LAUNDRY INC	708652	Entrance mats - Admin Bldg	11/02/2016	28.00	28.00	12/15/2016		100
41090									
41090	JUNGWIRTH'S ACE HARDW	2294V-11	Maint Admin	11/30/2016	9.99	9.99	12/07/2016		100
41205									
41205	LAMPERT'S LUMBER	20395949	Maint. - Admin Bldg	11/23/2016	8.49	8.49	12/07/2016		100
41205	LAMPERT'S LUMBER	20393411	Repair Post Office Window	10/25/2016	67.21	67.21	11/08/2016		100
17525									
17525	CULLIGAN OF STURGEON	D-72108	Water softener salt - FS	11/01/2016	45.72	45.72	11/08/2016		100
17525	CULLIGAN OF STURGEON	D-72108	Bottled Water	11/01/2016	7.00	7.00	11/08/2016		100
20599									
20599	EVENSON LAUNDRY INC	707728	Entrance mats - Fire Station	10/07/2016	72.00	72.00	11/08/2016		100
20599	EVENSON LAUNDRY INC	708652	Entrance mats - Fire Station	11/02/2016	72.00	72.00	12/15/2016		100
71920									
71920	SISTER BAY ADVANCEMEN	QTR 3	QTR 3	11/30/2016	12,500.00	12,500.00	12/01/2016		100
41001									
41001	MATTHEW JACKSON	11216	Meeting mileage	11/02/2016	57.35	57.35	11/03/2016		100
41001	MATTHEW JACKSON	122016	Remb. mileage	12/20/2016	110.60	110.60	12/20/2016		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
14309									
14309	CARDMEMBER SERVICE	4657-10	Training Materials - Zeke	10/31/2016	13.99	13.99	11/03/2016		100
14309	CARDMEMBER SERVICE	4657-10	Zeke - expense allowance	10/31/2016	46.65	46.65	11/03/2016		100
14309	CARDMEMBER SERVICE	6172	Expenses	10/24/2016	61.32	61.32	12/01/2016		100
41001									
41001	MATTHEW JACKSON	122016	Meals	12/20/2016	54.00	54.00	12/20/2016		100
41001	MATTHEW JACKSON	122016	Phone charger	12/20/2016	7.99	7.99	12/20/2016		100
14309									
14309	CARDMEMBER SERVICE	4657-10	Employee recognition	10/31/2016	927.48	927.48	11/03/2016		100
71914									
71914	SHOPKO STORES LLC	103116	Employee recognition	10/31/2016	1,011.65	1,011.65	11/17/2016		100
30701									
30701	FRONTIER	OCT 16 ADM	Admin Bldg phone	10/25/2016	186.90	186.90	11/03/2016		100
30701	FRONTIER	VIL1116	Admin Bldg phone	11/25/2016	190.21	190.21	12/01/2016		100
73003									
73003	VERIZON NORTH	61287439	Village Phone - long distance	11/08/2016	37.41	37.41	11/08/2016		100
73003	VERIZON NORTH	62056953	Village phone - long distance	12/10/2016	35.79	35.79	12/15/2016		100
41001									
41001	MATTHEW JACKSON	11216	Cell Phone Reimb.	11/02/2016	83.48	83.48	11/03/2016		100
41001	MATTHEW JACKSON	122016	Cell Phone Reimb.	12/20/2016	83.43	83.43	12/20/2016		100
17501									
17501	CHARTER COMMUNICATIO	NOV16 - VIL	internet - Admin Bldg	11/23/2016	149.99	149.99	12/01/2016		100
17501	CHARTER COMMUNICATIO	OCT 16 ADM	internet - Admin Bldg	10/23/2016	149.99	149.99	11/03/2016		100
40956									
40956	INNOVATIVE PRINTING LLC	21748	Window Envelopes - Village	09/30/2016	74.00	74.00	11/03/2016		100
40956	INNOVATIVE PRINTING LLC	21749	Envelopes - Village	09/30/2016	215.00	215.00	11/03/2016		100
40956	INNOVATIVE PRINTING LLC	22068	Receipt book - Village	11/30/2016	162.00	162.00	12/20/2016		100
61539									
61539	OFFICE DEPOT BUSINESS	864994585	office supplies - Village	09/16/2016	79.83	79.83	11/03/2016		100
61539	OFFICE DEPOT BUSINESS	866702376	office supplies - Village	09/22/2016	49.63	49.63	11/03/2016		100
61539	OFFICE DEPOT BUSINESS	867948262	office supplies - Village	09/28/2016	59.49	59.49	11/03/2016		100
61539	OFFICE DEPOT BUSINESS	867948918	office supplies - Village	09/28/2016	12.78	12.78	11/03/2016		100
61540									
61540	OFFICE DEPOT	873560986001	office supplies	10/21/2016	199.06	199.06	12/01/2016		100
61540	OFFICE DEPOT	873561287	office supplies	10/20/2016	33.08	33.08	12/01/2016		100
61540	OFFICE DEPOT	876853136001	office supplies	11/04/2016	72.74	72.74	12/01/2016		100
14309									
14309	CARDMEMBER SERVICE	3244	Symantic e-mail	10/20/2016	740.00	740.00	12/01/2016		100
41316									
41316	MARCO INC	19527731	General copies	10/12/2016	369.77	369.77	11/17/2016		100
41316	MARCO INC	19527731	black/white copies	10/12/2016	77.29	77.29	11/17/2016		100
41316	MARCO INC	19685123	General copies	11/11/2016	525.15	525.15	12/01/2016		100
41316	MARCO INC	19685123	32001	11/11/2016	84.66	84.66	12/01/2016		100
14309									
14309	CARDMEMBER SERVICE	9953	Certified letters - Plan Commissio	11/17/2016	45.29	45.29	12/01/2016		100
61637									
61637	PITNEY BOWES	101716	Postage Meter - Purchase Power	10/17/2016	208.99	208.99	11/03/2016		100
41001									
41001	MATTHEW JACKSON	12316	Remb. mileage	01/23/2016	130.80	130.80	12/15/2016		100
61539									
61539	OFFICE DEPOT BUSINESS	867948262	Misc. Office Supplies - Village	09/28/2016	22.97	22.97	11/03/2016		100
61540									
61540	OFFICE DEPOT	873560986001	Admin - misc other supplies	10/21/2016	9.99	9.99	12/01/2016		100
71907									
71907	SCHENCK BUSINESS SOLU	SC10119265	New Chart of Accounts	10/27/2016	790.00	790.00	11/17/2016		100
20452									
20452	DOOR COUNTY IT DEPT	40012813	Clarity Upgrade	12/07/2016	117.50	117.50	12/15/2016		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
61637									
61637	PITNEY BOWES	3302245692	Term Rental - Village	12/01/2016	71.17	71.17	12/20/2016		100
10215									
10215	JAKE BASTIAN	CLOTHING	Reimb for shirt, pants, & face mas	11/19/2016	96.16	96.16	11/22/2016		100
20511									
20511	JOSEPH FELHOFER	103116	Reimb - clothing	10/31/2016	193.43	193.43	11/03/2016		100
31818									
31818	JIM HIRSCHMILLER	121916	Work clothes reimb	12/19/2016	19.97	19.97	12/20/2016		100
41389									
41389	MAREK & ASSOCIATES	10423	Safety Shirts & Sweatshirts - Pks	12/03/2016	486.25	486.25	12/15/2016		100
82350									
82350	WI PUBLIC SERVICE	NOV 2016	Parks Lights	11/30/2016	90.04	90.04	12/02/2016		100
82350	WI PUBLIC SERVICE	OCT16	Parks Lights	10/31/2016	149.00	149.00	11/03/2016		100
71926									
71926	SISTER BAY SEWER & WAT	61466	Unmetered water use for garden	12/14/2016	114.39	114.39	12/15/2016		100
82350									
82350	WI PUBLIC SERVICE	NOV 2016	Sports Complex	11/30/2016	143.58	143.58	12/02/2016		100
82350	WI PUBLIC SERVICE	OCT16	Sports Complex	10/31/2016	171.62	171.62	11/03/2016		100
82350	WI PUBLIC SERVICE	NOV 2016	Old Fire Station	11/30/2016	136.48	136.48	12/02/2016		100
82350	WI PUBLIC SERVICE	OCT16	Old Fire Station	10/31/2016	166.94	166.94	11/03/2016		100
30701									
30701	FRONTIER	SC1116	Sports Cplx phone	11/25/2016	96.92	96.92	12/01/2016		100
17506									
17506	CELLCOM	684357	Cellphones - Parks employees	11/05/2016	65.86	65.86	11/22/2016		100
17506	CELLCOM	816250	Cellphones - Parks employees	12/05/2016	65.86	65.86	12/15/2016		100
82350									
82350	WI PUBLIC SERVICE	NOV 2016	Street Lights	11/30/2016	1,976.61	1,976.61	12/02/2016		100
82350	WI PUBLIC SERVICE	OCT16	Street Lights	10/31/2016	1,974.10	1,974.10	11/03/2016		100
100021									
10002	ACTION ELECTRIC INC	31164	Street Light reparis	11/01/2016	344.21	344.21	12/01/2016		100
82350									
82350	WI PUBLIC SERVICE	NOV 2016	Bike Trail Lights	11/30/2016	133.97	133.97	12/02/2016		100
82350	WI PUBLIC SERVICE	OCT16	Bike Trail Lights	10/31/2016	135.43	135.43	11/03/2016		100
41090									
41090	JUNGWIRTH'S ACE HARDW	103116	custodial supplies	10/31/2016	15.13	15.13	11/17/2016		100
41090	JUNGWIRTH'S ACE HARDW	2294V-11	custodial supplies	11/30/2016	24.55	24.55	12/07/2016		100
31818									
31818	JIM HIRSCHMILLER	121916	Boots reimb	12/19/2016	23.78	23.78	12/20/2016		100
41090									
41090	JUNGWIRTH'S ACE HARDW	103116	medical/safety supplies	10/31/2016	12.99	12.99	11/17/2016		100
41090	JUNGWIRTH'S ACE HARDW	103116	supplies - Shop supplies	10/31/2016	42.03	42.03	11/17/2016		100
41205									
41205	LAMPERT'S LUMBER	20390822	Memorial Bench Supplies	09/26/2016	197.20	197.20	11/08/2016		100
41205	LAMPERT'S LUMBER	20390909	Concrete Pads for Memorial Benc	09/26/2016	31.49	31.49	11/08/2016		100
41205	LAMPERT'S LUMBER	20391189	Memorial Bench Supplies	09/29/2016	30.27	30.27	11/08/2016		100
41090									
41090	JUNGWIRTH'S ACE HARDW	2294V-11	misc other supplies	11/30/2016	7.48	7.48	12/07/2016		100
30750									
30750	GOING CO INC	123997-1116	garbage - Village	11/01/2016	9,939.37	9,939.37	11/08/2016		100
30750	GOING CO INC	123997-1216	garbage - Village	12/01/2016	8,046.34	8,046.34	12/07/2016		100
30750	GOING CO INC	125521-1116	garbage - Parks Bldg	11/01/2016	54.50	54.50	11/08/2016		100
30750	GOING CO INC	325803-1116	garbage - Fire Station	11/01/2016	53.06	53.06	11/08/2016		100
30750	GOING CO INC	123997-1116	recycling - Village	11/01/2016	577.92	577.92	11/08/2016		100
30750	GOING CO INC	123997-1216	recycle - Village	12/01/2016	557.51	557.51	12/07/2016		100
30750	GOING CO INC	325803-1116	recycling - Fire Station	11/01/2016	48.06	48.06	11/08/2016		100
30750	GOING CO INC	325803-1216	recycling - Firestation	12/01/2016	48.06	48.06	12/07/2016		100

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20451									
20451	DOOR COUNTY HWY DEPT	40012831	Snowplowing/Sanding	12/08/2016	617.14	617.14	12/15/2016		100
10212									
10212	Bell Pyrotechnics, Incorporate	2662	New Years Fireworks	11/14/2016	2,465.00	2,465.00	11/22/2016		100
41001									
41001	MATTHEW JACKSON	122016	Fireworks pickup	12/20/2016	526.72	526.72	12/20/2016		100
90020									
90020	YMCA	1617-03	fall 2016 Fitness Classes	11/14/2016	495.00	495.00	11/22/2016		100
71926									
71926	SISTER BAY SEWER & WAT	61444	reimbursement for diggers hotline	11/17/2016	117.50	117.50	11/22/2016		100
71935									
71935	THE SPRINKLER CO INC	71259	GROUND SPRINKLER PARTS	11/04/2016	101.59	101.59	11/22/2016		100
41290									
41290	LUNDQUIST PLUMBING INC	21700	Drain park sites	10/31/2016	760.50	760.50	11/22/2016		100
71935									
71935	THE SPRINKLER CO INC	70853	Winterization of irrigation systems	11/10/2016	680.00	680.00	11/22/2016		100
71935	THE SPRINKLER CO INC	71293	FOOT WASH SPRINKLER	11/07/2016	1,500.00	1,500.00	11/22/2016		100
41090									
41090	JUNGWIRTH'S ACE HARDW	103116	Maintenance - Sports Complex -	10/31/2016	49.70	49.70	11/17/2016		100
41290									
41290	LUNDQUIST PLUMBING INC	21700	Drain sports complex	10/31/2016	318.50	318.50	11/22/2016		100
71935									
71935	THE SPRINKLER CO INC	70391	Winterized sprinkler sys - Spts Co	10/24/2016	580.00	580.00	11/08/2016		100
14310									
14310	CAPTAIN COMMODES INC	30480	Commode rental - Dog Park	11/01/2016	75.00	75.00	11/08/2016		100
14310	CAPTAIN COMMODES INC	30676	Commode rental - Dog Park	11/30/2016	75.00	75.00	12/07/2016		100
30609									
30609	FASTENAL	108422	Christmas decorations	12/02/2016	243.08	243.08	12/15/2016		100
41090									
41090	JUNGWIRTH'S ACE HARDW	2294V-11	seasonal decorations	11/30/2016	180.27	180.27	12/07/2016		100
14309									
14309	CARDMEMBER SERVICE	9867	Recognition - Flower Pot Angles	10/20/2016	375.62	375.62	12/01/2016		100
41010									
41010	JERRY'S FLOWERS	1028	Flowers - Bulbs	10/31/2016	245.76	245.76	11/08/2016		100
14309									
14309	CARDMEMBER SERVICE	4657-10	Parks Bldg	10/31/2016	32.84	32.84	11/03/2016		100
82350									
82350	WI PUBLIC SERVICE	NOV 2016	Swale Pump	11/30/2016	43.41	43.41	12/02/2016		100
82350	WI PUBLIC SERVICE	OCT16	Swale Pump	10/31/2016	46.72	46.72	11/03/2016		100
100316									
10031	DOOR COUNTY HIGHWAY	40012650	Street Maint	11/08/2016	1,587.24	1,587.24	11/17/2016		100
51410									
51410	NAPA STURGEON BAY	956780	Battery for vehicle	11/22/2016	99.99	99.99	12/07/2016		100
71925									
71925	SISTER BAY AUTO	112516	truck maintenance	11/25/2016	250.51	250.51	12/07/2016		100
41090									
41090	JUNGWIRTH'S ACE HARDW	103116	Maint. equip	10/31/2016	18.55	18.55	11/17/2016		100
71925									
71925	SISTER BAY AUTO	112516	equipment maintenance	11/25/2016	20.32	20.32	12/07/2016		100
71925	SISTER BAY AUTO	75127	Genie Lift Repair	10/13/2016	16.34	16.34	11/08/2016		100
13260									
13260	BHIRDO'S BY THE BAY	16961	Village gas -	09/30/2016	1,020.49	1,020.49	11/03/2016		100
41090									
41090	JUNGWIRTH'S ACE HARDW	103116	Gas/oil/fluids	10/31/2016	65.91	65.91	11/17/2016		100
41090	JUNGWIRTH'S ACE HARDW	2294V-11	Gas/oil/fluids	11/30/2016	61.92	61.92	12/07/2016		100
71931									
71931	SISTER BAY MOBIL	11/30 COMB	Village gas -	11/30/2016	1,433.87	1,433.87	12/01/2016		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
71931	SISTER BAY MOBIL	FUEL7/15-10/1	Village gas - 7/15-10/18	11/30/2016	531.05	531.05	12/01/2016		100
100236									
10023	COUNTRY WALK BP	1417	vehicle fuel	12/01/2016	370.78	370.78	12/07/2016		100
Total 100:					140,842.45	140,842.45			
20515									
20515	FERRELL GAS	1093873245	propane boat house	11/10/2016	42.75	42.75	12/07/2016		201
82350									
82350	WI PUBLIC SERVICE	NOV 2016	Boathouse	11/30/2016	133.81	133.81	12/02/2016		201
82350	WI PUBLIC SERVICE	OCT16	Boathouse	10/31/2016	76.06	76.06	11/03/2016		201
71889									
71889	SHORELINE CHARTERS	102816	Commr'l overcharge refund	10/28/2016	3,298.35	3,298.35	11/03/2016		201
14309									
14309	CARDMEMBER SERVICE	0230	Scribble training	11/16/2016	250.00	250.00	12/01/2016		201
20515									
20515	FERRELL GAS	1093545623	propane Marina	10/13/2016	73.45	73.45	11/08/2016		201
82350									
82350	WI PUBLIC SERVICE	NOV 2016	Dock	11/30/2016	262.72	262.72	12/02/2016		201
82350	WI PUBLIC SERVICE	NOV 2016	J Dock	11/30/2016	68.45	68.45	12/02/2016		201
82350	WI PUBLIC SERVICE	OCT16	Dock	10/31/2016	798.00	798.00	11/03/2016		201
82350	WI PUBLIC SERVICE	OCT16	J Dock	10/31/2016	288.48	288.48	11/03/2016		201
30701									
30701	FRONTIER	M1216	Marina phone	12/07/2016	56.44	56.44	12/20/2016		201
30701	FRONTIER	MARINA PHO	Marina phone	11/07/2016	57.10	57.10	11/22/2016		201
73003									
73003	VERIZON NORTH	61287439	Marina Phone - long distance	11/08/2016	2.41	2.41	11/08/2016		201
73003	VERIZON NORTH	62056953	Marina Phone - long distance	12/10/2016	3.59	3.59	12/15/2016		201
17506									
17506	CELLCOM	684357	Cellphone - Marina manager	11/05/2016	103.32	103.32	11/22/2016		201
17506	CELLCOM	816250	Cellphones - Marina + Marina ma	12/05/2016	103.32	103.32	12/15/2016		201
17501									
17501	CHARTER COMMUNICATIO	1216M	internet - Marina	12/13/2016	145.00	145.00	12/20/2016		201
17501	CHARTER COMMUNICATIO	MARINA 1116	internet - Marina	11/08/2016	145.00	145.00	11/22/2016		201
17501	CHARTER COMMUNICATIO	OCT 16 -M	internet - Marina	10/13/2016	145.00	145.00	11/03/2016		201
17501	CHARTER COMMUNICATIO	BH1216	Boathouse - charter TV	12/08/2016	87.01	87.01	12/20/2016		201
17501	CHARTER COMMUNICATIO	MARINA 1116	Boathouse - charter TV	11/08/2016	87.01	87.01	11/22/2016		201
41316									
41316	MARCO INC	19527731	Marina copies	10/12/2016	15.66	15.66	11/17/2016		201
41316	MARCO INC	19685123	Marina copies	11/11/2016	3.75	3.75	12/01/2016		201
13260									
13260	BHIRDO'S BY THE BAY	MARINA AUG1	Marina - propane tank exchange	09/30/2016	64.85	64.85	11/22/2016		201
14310									
14310	CAPTAIN COMMODES INC	30676	Commode rent - Marina	11/30/2016	75.00	75.00	12/07/2016		201
71907									
71907	SCHENCK BUSINESS SOLU	SC10119264	Acctg procedures - SB Marina	10/28/2016	4,860.00	4,860.00	11/17/2016		201
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14152	Clarity upgrade	05/13/2016	7,844.00	7,844.00	11/17/2016		201
20452									
20452	DOOR COUNTY IT DEPT	40012684	laptop service - Marina	11/09/2016	134.28	134.28	11/17/2016		201
20452	DOOR COUNTY IT DEPT	40012684	end of season preparations	11/09/2016	374.72	374.72	11/17/2016		201
20452	DOOR COUNTY IT DEPT	40012813	Marina laptop, desktop	12/07/2016	30.38	30.38	12/15/2016		201
41001									
41001	MATTHEW JACKSON	11916	Legal conference - personnel	01/19/2016	159.00	159.00	11/17/2016		201
61633									
61633	PINKERT LAW FIRM LLP	120O	Confidential legal matter	10/31/2016	2,731.30	2,731.30	11/17/2016		201
61633	PINKERT LAW FIRM LLP	120S	Open records request for wait list	09/30/2016	901.00	901.00	11/17/2016		201

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
30704									
30704	WISCONSIN MEDIA	249517	Marina proposal	10/31/2016	148.60	148.60	11/17/2016		201
72031									
72031	TWEAK SOCIAL MEDIA & M	1700	Web Maint	07/07/2016	45.50	45.50	12/07/2016		201
72031	TWEAK SOCIAL MEDIA & M	1726	Web Development	07/20/2016	20.80	20.80	12/07/2016		201
72031	TWEAK SOCIAL MEDIA & M	1783	Web Maint	09/01/2016	87.10	87.10	12/07/2016		201
71927									
71927	SISTER BAY/LIBERTY GRO	11216	Reimb for Marina Fest bands paid	10/31/2016	3,500.00	3,500.00	11/03/2016		201
61637									
61637	PITNEY BOWES	3302245692	Term Rental - Marina	12/01/2016	1.52	1.52	12/20/2016		201
41090									
41090	JUNGWIRTH'S ACE HARDW	103116	Maint. boathouse	10/31/2016	4.99	4.99	11/17/2016		201
30609									
30609	FASTENAL	WISTU107790	MARINA DOCKS	11/03/2016	253.25	253.25	11/22/2016		201
41090									
41090	JUNGWIRTH'S ACE HARDW	103116	Maint. Dock	10/31/2016	35.96	35.96	11/17/2016		201
41090	JUNGWIRTH'S ACE HARDW	2294V-11	dock maint.	11/30/2016	19.54	19.54	12/07/2016		201
41290									
41290	LUNDQUIST PLUMBING INC	21700	Drain marina sites	10/31/2016	948.50	948.50	11/22/2016		201
41310									
41310	STEVE MANN	111116	Reimb for ice bubbler on personal	11/11/2016	1,059.02	1,059.02	11/17/2016		201
13260									
13260	BHIRDO'S BY THE BAY	MARINA AUG1	Marina - gas	09/30/2016	43.55	43.55	11/22/2016		201
13260	BHIRDO'S BY THE BAY	MARINA AUG1	Marina - gas	09/30/2016	159.89	159.89	11/22/2016		201
Total 201:					29,749.43	29,749.43			
14309									
14309	CARDMEMBER SERVICE	8211	Signs - Ice Rink	11/10/2016	259.20	259.20	12/01/2016		205
14309	CARDMEMBER SERVICE	8265	Signs - Ice Rink	11/04/2016	835.20	835.20	12/01/2016		205
Total 205:					1,094.40	1,094.40			
20436									
20436	DIMENSION IV INC	6771016	Misc Park's Projects	11/01/2016	1,321.00	1,321.00	12/01/2016		400
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14152	Clarity upgrade	05/13/2016	14,516.00	14,516.00	11/17/2016		400
Total 400:					15,837.00	15,837.00			
99998									
99998	One Time Vendors	WB-45	return earnest money - Hanley	11/22/2016	5,000.00	5,000.00	12/07/2016		500
61633									
61633	PINKERT LAW FIRM LLP	112316	Quarry Prop transfer fee	11/23/2016	1,950.00	1,950.00	12/07/2016		500
61633	PINKERT LAW FIRM LLP	112316	Quarry Prop recording fee	11/23/2016	30.00	30.00	12/07/2016		500
61633	PINKERT LAW FIRM LLP	120O	Braun lot/DT redev.	10/31/2016	1,643.00	1,643.00	11/17/2016		500
61633	PINKERT LAW FIRM LLP	120S	Braun lot/DT redev.	09/30/2016	238.50	238.50	11/17/2016		500
100156									
10015	BLUE PRINT SERVICE CO I	97918	Market Place	11/17/2016	250.88	250.88	12/01/2016		500
10015	BLUE PRINT SERVICE CO I	98724	SB Marketplace - Utility Blueprints	12/15/2016	572.91	572.91	12/20/2016		500
41212									
41212	ROBERT E LEE & ASSOC IN	70909	Plan Devlp, - Storm Water Garot	08/19/2016	10,907.75	10,907.75	11/03/2016		500
51344									
51344	JOSSART BROTHERS INC	PAY 1	Street & Utility Const.	10/28/2016	124,288.07	124,288.07	11/03/2016		500
61620									
61620	PASCHKE DRILLING & BLA	PAY3	Pay Req. #3 - Stony Ridge	10/01/2016	9,750.00	9,750.00	11/03/2016		500

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
Total 500:					154,631.11	154,631.11			
101136									
10113	WIS PUBLIC SERVICE	LG BOOSTER	Well #3 - LGUD	12/13/2016	150.87	150.87	12/21/2016		600
10113	WIS PUBLIC SERVICE	OCT16	Well #3 - LGUD	11/11/2016	168.02	168.02	11/23/2016		600
100691									
10069	MIDWEST METER INC	0084580-IN	M-70 HRE 25' STD SCREW, M-7	12/08/2016	696.57	696.57	12/21/2016		600
100406									
10040	FERGUSON WATERWORKS	211529	stony ridge hydrant	11/16/2016	2,800.00	2,800.00	12/02/2016		600
17531									
17531	CON-TRONIX ENV. SERVIC	1976SB	Spectrophotometer	10/31/2016	3,000.00	3,000.00	11/23/2016		600
41043									
41043	AL JOHNSON'S SWEDISH R	GREASE TRA	Grease Trap	12/07/2016	12,000.00	12,000.00	12/08/2016		600
41389									
41389	MAREK & ASSOCIATES	10423	Safety Shirts & Sweatshirts - Wat	12/03/2016	173.43	173.43	12/15/2016		600
100266									
10026	DAVE ALBERTS	CLOTHING RE	Shoes	11/29/2016	36.00	36.00	12/01/2016		600
10026	DAVE ALBERTS	CLOTHING RE	trousers	11/29/2016	32.47	32.47	12/01/2016		600
100701									
10070	MIKE SCHELL	REIMBURSEM	work clothing	10/28/2016	21.59	21.59	11/16/2016		600
101136									
10113	WIS PUBLIC SERVICE	1705235722	electricity - water system	11/22/2016	767.00	767.00	12/01/2016		600
10113	WIS PUBLIC SERVICE	LG BOOSTER	Well #3 - Sister Bay	12/13/2016	452.62	452.62	12/21/2016		600
10113	WIS PUBLIC SERVICE	OCT16	Well #3 - Sister Bay	11/11/2016	504.04	504.04	11/23/2016		600
10113	WIS PUBLIC SERVICE	OCT2016	electricity - water system	10/24/2016	727.42	727.42	11/07/2016		600
100436									
10043	FRONTIER COMMUNICATIO	OCT16	plant phones	11/01/2016	93.30	93.30	11/30/2016		600
10043	FRONTIER COMMUNICATIO	PLANT NOV 1	plant phones	11/25/2016	71.00	71.00	12/01/2016		600
10043	FRONTIER COMMUNICATIO	PLANT OCT	Plant Phone Split Distribution	10/25/2016	71.00	71.00	11/07/2016		600
10043	FRONTIER COMMUNICATIO	PLANT PHON	plant phones	12/01/2016	95.85	95.85	12/08/2016		600
100191									
10019	CELLCOM	684634	cellphones	11/05/2016	91.63	91.63	11/16/2016		600
10019	CELLCOM	816526	cellphones	12/05/2016	91.74	91.74	12/21/2016		600
100436									
10043	FRONTIER COMMUNICATIO	OCT16	Telemetry Allocation W	11/01/2016	5.44	5.44	11/30/2016		600
10043	FRONTIER COMMUNICATIO	PLANT PHON	Telemetry Allocation W	12/01/2016	1.40	1.40	12/08/2016		600
10043	FRONTIER COMMUNICATIO	TEL OCT 2016	Telemetry Allocation W	10/19/2016	5.44	5.44	10/26/2016		600
10043	FRONTIER COMMUNICATIO	TELE NOV 16	Telemetry Allocation W	11/19/2016	5.44	5.44	12/02/2016		600
61539									
61539	OFFICE DEPOT BUSINESS	866702588	office supplies - Utilities	09/22/2016	6.63	6.63	11/03/2016		600
61539	OFFICE DEPOT BUSINESS	868261636	office supplies - Utilities	09/29/2016	2.26	2.26	11/03/2016		600
61539	OFFICE DEPOT BUSINESS	868262935	office supplies - Utilities	09/29/2016	16.69	16.69	11/03/2016		600
41316									
41316	MARCO INC	19527731	Utilities' copies	10/12/2016	62.89	62.89	11/17/2016		600
41316	MARCO INC	19685123	Utilities' copies	11/11/2016	32.32	32.32	12/01/2016		600
72054									
72054	USA BLUEBOOK	123620	PENS AND PRINTER INK WITH	12/02/2016	221.66	221.66	12/21/2016		600
72054	USA BLUEBOOK	12846	PRINTER INK	12/08/2016	37.54	37.54	12/21/2016		600
14309									
14309	CARDMEMBER SERVICE	2012	postage - mailing of water sample	11/04/2016	6.47	6.47	12/01/2016		600
14309	CARDMEMBER SERVICE	4657-10	Post. Costs - Mailing of Water Sa	10/31/2016	25.80	25.80	11/03/2016		600
14309	CARDMEMBER SERVICE	8680	postage - mailing of water sample	11/07/2016	6.45	6.45	12/01/2016		600
100576									
10057	JUNGWIRTH'S ACE HARDW	OCT16	Gloves	10/31/2016	13.99	13.99	11/16/2016		600
10057	JUNGWIRTH'S ACE HARDW	NOV16	Meter supplies	11/30/2016	8.04	8.04	12/08/2016		600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
100406									
10040	FERGUSON WATERWORKS	0211308	distribution parts - water system	11/09/2016	88.00	88.00	11/23/2016		600
100496									
10049	HD SUPPLY WATERWORKS	G412238	distribution parts -water system	11/10/2016	290.00	.00	11/26/2016	Void	600
100576									
10057	JUNGWIRTH'S ACE HARDW	NOV16	Birchwood Dr. Curbstop	11/30/2016	6.27	6.27	12/08/2016		600
10057	JUNGWIRTH'S ACE HARDW	OCT16	Tools for Truck, water valve cleani	10/31/2016	27.23	27.23	11/16/2016		600
72054									
72054	USA BLUEBOOK	121176	BLUE FLAGS	11/30/2016	148.60	148.60	12/21/2016		600
72054	USA BLUEBOOK	123620	HYDRANT FLAGS AND FREIGH	12/02/2016	144.58	144.58	12/21/2016		600
100576									
10057	JUNGWIRTH'S ACE HARDW	NOV16	tools/minor equip, water	11/30/2016	15.93	15.93	12/08/2016		600
10057	JUNGWIRTH'S ACE HARDW	OCT16	tools, minor equip, misc general	10/31/2016	55.97	55.97	11/16/2016		600
10057	JUNGWIRTH'S ACE HARDW	NOV16	#3 well	11/30/2016	28.97	28.97	12/08/2016		600
10057	JUNGWIRTH'S ACE HARDW	OCT16	valve, wrench, water	10/31/2016	5.28	5.28	11/16/2016		600
10057	JUNGWIRTH'S ACE HARDW	OCT16	raise cs Cherrywood Ct, 12 V pum	10/31/2016	43.18	43.18	11/16/2016		600
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14152	Clarity upgrade	05/13/2016	7,844.40	7,844.40	11/17/2016		600
17531									
17531	CON-TRONIX ENV. SERVIC	1976SB	IT Services - WTR	10/31/2016	90.00	90.00	11/23/2016		600
101056									
10105	USA BLUEBOOK	112505	locate	11/17/2016	694.40	694.40	12/02/2016		600
10105	USA BLUEBOOK	112505	freight	11/17/2016	103.00	103.00	12/02/2016		600
100541									
10054	ITU ABSORB TECH	6695488	Rags - water	11/21/2016	3.45	3.45	12/02/2016		600
100331									
10033	DOOR LAWN MAINTENANC	OCT 2016	Lawn Maintenance	10/31/2016	342.00	342.00	11/07/2016		600
61637									
61637	PITNEY BOWES	3302245692	Term Rental - Utilities	12/01/2016	28.37	28.37	12/20/2016		600
100656									
10065	MARCO INC	INV3831531	plant copy machine	11/28/2016	150.54	150.54	12/01/2016		600
100966									
10096	SISTER BAY AUTO	OCT2016	Well #3 battery	10/25/2016	223.95	223.95	11/07/2016		600
100871									
10087	QUALITY STATE OIL INC	2745227	OIL #1 well, # 3 well, swamp pum	12/01/2016	80.62	80.62	12/21/2016		600
100576									
10057	JUNGWIRTH'S ACE HARDW	NOV16	#2 well (x2)	11/30/2016	13.47	13.47	12/08/2016		600
100691									
10069	MIDWEST METER INC	STMT OCT	Freight	11/01/2016	140.63	140.63	11/07/2016		600
100966									
10096	SISTER BAY AUTO	OCT2016	truck lamp	10/25/2016	.39	.39	11/07/2016		600
10096	SISTER BAY AUTO	OCT2016	shift lever	10/25/2016	65.72	65.72	11/07/2016		600
101096									
10109	VOIGHT'S COUNTY WALK B	1411	vehicle maintenance allocation	12/01/2016	119.66	119.66	12/08/2016		600
100011									
10001	A & K TRUCKLAND	OCT STMT	equipment repair/maintenance	10/31/2016	28.80	28.80	11/07/2016		600
71931									
71931	SISTER BAY MOBIL	11/30 COMB	Utilities - gas	11/30/2016	390.59	390.59	12/01/2016		600
71931	SISTER BAY MOBIL	UTILITIES -11/	Utilities - gas	11/30/2016	61.50	61.50	12/01/2016		600
100141									
10014	BHIRDO'S BY THE BAY	OCT16	vehicle fuel allocation	10/31/2016	147.45	147.45	11/16/2016		600
14309									
14309	CARDMEMBER SERVICE	03924065	D Alberts - Training	10/27/2016	383.95	383.95	12/01/2016		600
14309	CARDMEMBER SERVICE	4657-10	Travel /Training - Wastewater	10/31/2016	417.00	417.00	11/03/2016		600
41389									
41389	MAREK & ASSOCIATES	10423	Safety Shirts & Sweatshirts - WW	12/03/2016	255.33	255.33	12/15/2016		600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
100266									
10026	DAVE ALBERTS	CLOTHING RE	Shoes	11/29/2016	53.00	53.00	12/01/2016		600
10026	DAVE ALBERTS	CLOTHING RE	trousers	11/29/2016	47.81	47.81	12/01/2016		600
100701									
10070	MIKE SCHELL	REIMBURSEM	work clothing	10/28/2016	31.79	31.79	11/16/2016		600
101136									
10113	WIS PUBLIC SERVICE	1705235722	electricity - wastewater plant	11/22/2016	3,697.34	3,697.34	12/01/2016		600
10113	WIS PUBLIC SERVICE	OCT2016	electricity - wastewater plant	10/24/2016	4,217.37	4,217.37	11/07/2016		600
100411									
10041	FERRELLGAS	STMT OCT16	WWTP propane	10/26/2016	296.02	296.02	11/16/2016		600
100436									
10043	FRONTIER COMMUNICATIO	OCT16	plant phones	11/01/2016	93.30	93.30	11/30/2016		600
10043	FRONTIER COMMUNICATIO	PLANT NOV 1	plant phones	11/25/2016	71.00	71.00	12/01/2016		600
10043	FRONTIER COMMUNICATIO	PLANT OCT	Plant Phone Split Distribution	10/25/2016	71.00	71.00	11/07/2016		600
10043	FRONTIER COMMUNICATIO	PLANT PHON	plant phones	12/01/2016	95.85	95.85	12/08/2016		600
100191									
10019	CELLCOM	684634	cellphones	11/05/2016	134.91	134.91	11/16/2016		600
10019	CELLCOM	816526	cellphones	12/05/2016	135.05	135.05	12/21/2016		600
100436									
10043	FRONTIER COMMUNICATIO	OCT16	Telemetry Allocation WW	11/01/2016	5.44	5.44	11/30/2016		600
10043	FRONTIER COMMUNICATIO	PLANT PHON	Telemetry Allocation WW	12/01/2016	1.40	1.40	12/08/2016		600
10043	FRONTIER COMMUNICATIO	TEL OCT 2016	Telemetry Allocation WW	10/19/2016	5.44	5.44	10/26/2016		600
10043	FRONTIER COMMUNICATIO	TELE NOV 16	Telemetry Allocation WW	11/19/2016	5.44	5.44	12/02/2016		600
61539									
61539	OFFICE DEPOT BUSINESS	866702588	office supplies - Utilities	09/22/2016	9.77	9.77	11/03/2016		600
61539	OFFICE DEPOT BUSINESS	868261636	office supplies - Utilities	09/29/2016	3.32	3.32	11/03/2016		600
61539	OFFICE DEPOT BUSINESS	868262935	office supplies - Utilities	09/29/2016	24.57	24.57	11/03/2016		600
61540									
61540	OFFICE DEPOT	873560986001	office supplies - Utilities	10/21/2016	113.85	113.85	12/01/2016		600
61540	OFFICE DEPOT	876853136001	office supplies - Utilities	11/04/2016	67.33	67.33	12/01/2016		600
41316									
41316	MARCO INC	19527731	Utilities' copies	10/12/2016	93.44	93.44	11/17/2016		600
41316	MARCO INC	19685123	Utilities' copies	11/11/2016	48.02	48.02	12/01/2016		600
72054									
72054	USA BLUEBOOK	123620	PENS AND PRINTER INK WITH	12/02/2016	326.34	326.34	12/21/2016		600
72054	USA BLUEBOOK	12846	PRINTER INK	12/08/2016	55.27	55.27	12/21/2016		600
100516									
10051	INNOVATIVE PRINTING LLC	21799	discharge slips	09/30/2016	138.00	138.00	10/26/2016		600
14309									
14309	CARDMEMBER SERVICE	2155	postage - mailing of water sample	11/07/2016	32.35	32.35	12/01/2016		600
14309	CARDMEMBER SERVICE	8570	postage - mailing of water sample	11/02/2016	13.25	13.25	12/01/2016		600
100576									
10057	JUNGWIRTH'S ACE HARDW	OCT16	Ferric glass tube WWTP, custodia	10/31/2016	39.97	39.97	11/16/2016		600
72054									
72054	USA BLUEBOOK	123620	EYEWASH BOTTLES AND FREI	12/02/2016	32.71	32.71	12/21/2016		600
101056									
10105	USA BLUEBOOK	106609	lock out tag out safety	11/09/2016	74.79	74.79	12/02/2016		600
10105	USA BLUEBOOK	112505	tag boxes safety	11/17/2016	50.95	50.95	12/02/2016		600
10105	USA BLUEBOOK	112505	freight	11/17/2016	7.75	7.75	12/02/2016		600
100576									
10057	JUNGWIRTH'S ACE HARDW	OCT16	Shop vac, shop vac exchange	10/31/2016	119.99	119.99	11/16/2016		600
101046									
10104	UNIVAR INC	MW776625	chemicals - sludge treatment	12/07/2016	1,635.52	1,635.52	12/21/2016		600
100731									
10073	NCL OF WISCONSIN INC	380948	lab supplies	10/31/2016	325.13	325.13	11/16/2016		600
100826									
10082	PIGGLY WIGGLY	NOV16	distilled water	12/01/2016	56.99	56.99	12/08/2016		600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
100576									
10057	JUNGWIRTH'S ACE HARDW	NOV16	pretreatment sample lines	11/30/2016	23.50	23.50	12/08/2016		600
10057	JUNGWIRTH'S ACE HARDW	OCT16	pretreatment, mouse traps	10/31/2016	9.63	9.63	11/16/2016		600
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14152	Clarity upgrade	05/13/2016	11,548.70	11,548.70	11/17/2016		600
17531									
17531	CON-TRONIX ENV. SERVIC	1976SB	IT Services - WWT	10/31/2016	132.50	132.50	11/23/2016		600
100221									
10022	CON-TRONIX ENVIRONMEN	1979SB	computer support	11/30/2016	250.00	250.00	12/08/2016		600
100761									
10076	NORTHERN LAKE SERVICE	304976	WWTP sample testing	10/26/2016	30.00	30.00	11/07/2016		600
10076	NORTHERN LAKE SERVICE	316134	WWTP sample testing	11/17/2016	30.00	30.00	12/02/2016		600
101126									
10112	WI STATE LAB OF HYGIENE	481595	WWTP lab certification	11/30/2016	588.00	588.00	12/21/2016		600
71914									
71914	SHOPKO STORES LLC	103116	Utilities - custodial supplies - WW	10/31/2016	37.98	37.98	11/17/2016		600
100541									
10054	ITU ABSORB TECH	6679665	WWTP laundry service	10/25/2016	76.68	76.68	11/07/2016		600
10054	ITU ABSORB TECH	6695488	WWTP laundry service	11/21/2016	67.10	67.10	12/02/2016		600
10054	ITU ABSORB TECH	6695488	Rags - wastewater	11/21/2016	5.08	5.08	12/02/2016		600
100456									
10045	GOING CO INC	NOV16	WWTP rubbish disposal	12/01/2016	40.84	40.84	12/08/2016		600
10045	GOING CO INC	STMT OCT	WWTP rubbish disposal	11/01/2016	285.88	285.88	11/07/2016		600
100331									
10033	DOOR LAWN MAINTENANC	OCT 2016	Lawn Maintenance	10/31/2016	503.50	503.50	11/07/2016		600
100606									
10060	LAKESHORE WASTE SYST	54958	sludge - hauling	10/19/2016	916.00	916.00	11/07/2016		600
10060	LAKESHORE WASTE SYST	55018	sludge - hauling	10/26/2016	916.00	916.00	11/07/2016		600
10060	LAKESHORE WASTE SYST	55165	sludge - hauling	11/17/2016	1,374.00	1,374.00	12/02/2016		600
101006									
10100	STURGEON BAY UTILITIES	010804	sludge processing	10/24/2016	1,120.00	1,120.00	11/07/2016		600
10100	STURGEON BAY UTILITIES	010815	sludge processing	10/28/2016	880.00	880.00	11/07/2016		600
10100	STURGEON BAY UTILITIES	010816	sludge processing	10/31/2016	1,120.00	1,120.00	11/07/2016		600
10100	STURGEON BAY UTILITIES	NOV16	sludge processing	11/30/2016	1,680.00	1,680.00	12/08/2016		600
10100	STURGEON BAY UTILITIES	STMT OCT16	sludge processing	10/31/2016	3,120.00	.00	11/16/2016	Void	600
61637									
61637	PITNEY BOWES	3302245692	Term Rental - Utilities	12/01/2016	40.46	40.46	12/20/2016		600
100656									
10065	MARCO INC	INV3831531	plant copy machine	11/28/2016	221.64	221.64	12/01/2016		600
100396									
10039	EZ GLIDE GARAGE DOORS	0148702-IN	WWTP garage door repair	11/30/2016	71.94	71.94	12/08/2016		600
100576									
10057	JUNGWIRTH'S ACE HARDW	NOV16	pretreatment garage handle	11/30/2016	4.40	4.40	12/08/2016		600
10057	JUNGWIRTH'S ACE HARDW	OCT16	WWTP building maintenance	10/31/2016	23.98	23.98	11/16/2016		600
10057	JUNGWIRTH'S ACE HARDW	NOV16	still maintenance	11/30/2016	20.77	20.77	12/08/2016		600
100021									
10002	ACTION ELECTRIC INC	31253	WWTp photo cell/Photocontrol	12/01/2016	44.15	44.15	12/08/2016		600
100391									
10039	EVOQUA WATER TECH LLC	902769903	WWTP fixed equipment	08/31/2016	5,690.00	5,690.00	11/07/2016		600
100871									
10087	QUALITY STATE OIL INC	2745227	GREASE	12/01/2016	204.93	204.93	12/21/2016		600
10087	QUALITY STATE OIL INC	2745227	OIL septage receiving, grit, auger,	12/01/2016	405.74	405.74	12/21/2016		600
100916									
10091	SABEL MECHANICAL LLC	1801	WWTP - Fixed equipment collecto	11/04/2016	517.50	517.50	11/23/2016		600
100576									
10057	JUNGWIRTH'S ACE HARDW	OCT16	repair truck doors by body	10/31/2016	11.88	11.88	11/16/2016		600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
100966									
10096	SISTER BAY AUTO	OCT2016	truck lamp	10/25/2016	.58	.58	11/07/2016		600
10096	SISTER BAY AUTO	OCT2016	shift lever	10/25/2016	97.65	97.65	11/07/2016		600
101096									
10109	VOIGHT'S COUNTY WALK B	1411	vehicle maintenance allocation	12/01/2016	176.17	176.17	12/08/2016		600
100011									
10001	A & K TRUCKLAND	OCT STMT	equipment repair/maintenance	10/31/2016	42.39	42.39	11/07/2016		600
71931									
71931	SISTER BAY MOBIL	11/30 COMB	Utilities - gas	11/30/2016	575.03	575.03	12/01/2016		600
71931	SISTER BAY MOBIL	UTILITIES -11/	Utilities - gas	11/30/2016	90.54	90.54	12/01/2016		600
100141									
10014	BHIRDO'S BY THE BAY	OCT16	vehicle fuel allocation	10/31/2016	217.08	217.08	11/16/2016		600
10014	BHIRDO'S BY THE BAY	OCT16	equipment fuel	10/31/2016	.00	.00			600
100626									
10062	LIBERTY GROVE UTILITY DI	2011 AJE#19A	Shared income from hauled waste	12/31/2011	81.25	.00			600
101036						*Conversion Issue - Removed from Totals*			
10103	TOWN OF LIBERTY GROVE	2011 AJE#19B	shared income from hauled waste	12/31/2011	642.14	.00			600
41389						*Conversion Issue - Removed from Totals*			
41389	MAREK & ASSOCIATES	10423	Safety Shirt & Sweatshirts - WWC	12/03/2016	52.99	52.99	12/15/2016		600
100266									
10026	DAVE ALBERTS	CLOTHING RE	Shoes	11/29/2016	11.00	11.00	12/01/2016		600
10026	DAVE ALBERTS	CLOTHING RE	trousers	11/29/2016	9.92	9.92	12/01/2016		600
100701									
10070	MIKE SCHELL	REIMBURSEM	work clothing	10/28/2016	6.60	6.60	11/16/2016		600
101136									
10113	WIS PUBLIC SERVICE	1705235722	electricity - collection	11/22/2016	297.70	297.70	12/01/2016		600
10113	WIS PUBLIC SERVICE	OCT2016	electricity - collection	10/24/2016	342.93	342.93	11/07/2016		600
100191									
10019	CELLCOM	684634	cellphones	11/05/2016	28.00	28.00	11/16/2016		600
10019	CELLCOM	816526	cellphones	12/05/2016	28.03	28.03	12/21/2016		600
100436									
10043	FRONTIER COMMUNICATIO	OCT16	Telemetry Allocation C	11/01/2016	2.72	2.72	11/30/2016		600
10043	FRONTIER COMMUNICATIO	PLANT PHON	Telemetry Allocation C	12/01/2016	.40	.40	12/08/2016		600
10043	FRONTIER COMMUNICATIO	TEL OCT 2016	Telemetry Allocation C	10/19/2016	2.72	2.72	10/26/2016		600
10043	FRONTIER COMMUNICATIO	TELE NOV 16	Telemetry Allocation C	11/19/2016	2.72	2.72	12/02/2016		600
61539									
61539	OFFICE DEPOT BUSINESS	866702588	office supplies - Utilities	09/22/2016	2.03	2.03	11/03/2016		600
61539	OFFICE DEPOT BUSINESS	868261636	office supplies - Utilities	09/29/2016	.69	.69	11/03/2016		600
61539	OFFICE DEPOT BUSINESS	868262935	office supplies - Utilities	09/29/2016	5.10	5.10	11/03/2016		600
41316									
41316	MARCO INC	19527731	Utilities' copies	10/12/2016	23.36	23.36	11/17/2016		600
41316	MARCO INC	19685123	Utilities' copies	11/11/2016	12.00	12.00	12/01/2016		600
72054									
72054	USA BLUEBOOK	123620	PENS AND PRINTER INK WITH	12/02/2016	67.73	67.73	12/21/2016		600
72054	USA BLUEBOOK	12846	PRINTER INK	12/08/2016	11.47	11.47	12/21/2016		600
100516									
10051	INNOVATIVE PRINTING LLC	21904	grease trap forms	10/31/2016	65.00	65.00	12/02/2016		600
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14152	Clarity upgrade	05/13/2016	2,396.90	2,396.90	11/17/2016		600
17531									
17531	CON-TRONIX ENV. SERVIC	1976SB	IT Services - WWC	10/31/2016	27.50	27.50	11/23/2016		600
100541									
10054	ITU ABSORB TECH	6695488	Rags - collection	11/21/2016	1.05	1.05	12/02/2016		600
100331									
10033	DOOR LAWN MAINTENANC	OCT 2016	Lawn Maintenance	10/31/2016	104.50	104.50	11/07/2016		600
61637									
61637	PITNEY BOWES	3302245692	Term Rental - Utilities	12/01/2016	7.82	7.82	12/20/2016		600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
100656									
10065	MARCO INC	INV3831531	plant copy machine	11/28/2016	46.00	46.00	12/01/2016		600
100466									
10046	GREAT LAKES TV SEAL INC	17865	smoke testing	10/28/2016	1,125.50	1,125.50	11/07/2016		600
10046	GREAT LAKES TV SEAL INC	17950	smoke testing	11/30/2016	605.95	605.95	12/21/2016		600
101021									
10102	SYNERGY SALES LLC	18634	1/3 MISSION ALARM	10/21/2016	2,952.40	2,952.40	10/26/2016		600
10102	SYNERGY SALES LLC	18637	2 MISSION ALARMS	11/08/2016	5,134.80	5,134.80	12/08/2016		600
10005									
10005	ACTION ELECTRIC INC	31208	Forest Lift Station	11/01/2016	130.00	130.00	11/16/2016		600
100366									
10036	ENERGENECS INC	00032854-IN	forest lane lift station	10/21/2016	511.02	511.02	10/26/2016		600
10036	ENERGENECS INC	0032626-IN	lift station maintenance - forest	11/08/2016	1,206.97	1,206.97	11/23/2016		600
10036	ENERGENECS INC	0032626-IN	lift station maintenance - fieldcrest	11/08/2016	645.17	645.17	11/23/2016		600
100576									
10057	JUNGWIRTH'S ACE HARDW	NOV16	Fieldcrest lift station	11/30/2016	23.99	23.99	12/08/2016		600
100966									
10096	SISTER BAY AUTO	OCT2016	shift lever	10/25/2016	24.41	24.41	11/07/2016		600
10096	SISTER BAY AUTO	OCT2016	truck lamp	10/25/2016	.15	.15	11/07/2016		600
101096									
10109	VOIGHT'S COUNTY WALK B	1411	vehicle maintenance allocation	12/01/2016	36.56	36.56	12/08/2016		600
100011									
10001	A & K TRUCKLAND	OCT STMT	equipment repair/maintenance	10/31/2016	8.80	8.80	11/07/2016		600
71931									
71931	SISTER BAY MOBIL	11/30 COMB	Utilities - gas	11/30/2016	119.34	119.34	12/01/2016		600
71931	SISTER BAY MOBIL	UTILITIES -11/	Utilities - gas	11/30/2016	18.79	18.79	12/01/2016		600
100141									
10014	BHIRDO'S BY THE BAY	OCT16	vehicle fuel allocation	10/31/2016	45.05	45.05	11/16/2016		600
Total 600:					97,255.10	93,121.71			
Grand Totals:					439,409.49	435,276.10			

-	3,120.00	Voided Check
-	290.00	Voided Check
-	81.25	Conversion Issue
-	642.14	Conversion Issue
	$ 435,276.10	

Dated: December 22, 2016

Staff: Sasha M. Kass

Report Criteria:
- Detail report.
- Invoice detail records above $0 included.
- Only paid invoices included.
- Invoice Detail.Input date = 10/27/2016-12/23/2016

VILLAGE OF SISTER BAY

REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

COLLECTION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	UTILITY PERMITS & FEES					
600-44611-30-0000	LATERAL INSPECTION - SEWER	.00	3,226.60	182.00	3,044.60	1,772.86
600-44631-30-0000	SEWER CONNECTION FEES/REU	.00	6,451.26	364.00	6,087.26	1,772.32
	TOTAL UTILITY PERMITS & FEES	.00	9,677.86	546.00	9,131.86	1,772.50
	PUBLIC CHARGES					
600-46110-30-0000	ASSESSMENT LETTER FEES	.00	3,240.00	2,160.00	1,080.00	150.00
600-46410-30-0000	SEWER SERVICE - MULTI FAMILY	.00	42,617.24	13,240.00	29,377.24	321.88
600-46411-30-0000	SEWER SERVICE - RESIDENTIAL	.00	71,932.88	125,746.00	(53,813.12)	57.20
600-46412-30-0000	SEWER SERVICE - COMMERCIAL	.00	52,682.61	65,981.00	(13,298.39)	79.85
600-46418-30-0000	LATE PAYMENT FEES	.00	325.77	468.00	(142.23)	69.61
600-46449-30-0000	COLLECTION SYSTEM MAINTENANCE	.00	246.14	200.00	46.14	123.07
	TOTAL PUBLIC CHARGES	.00	171,044.64	207,795.00	(36,750.36)	82.31
	INTERGOVERNMENTAL CHARGES					
600-47397-30-0000	COLLECTION SYSTEM MAINT - LGUD	.00	862.82	1,200.00	(337.18)	71.90
600-47398-30-0000	SURCHARGE: COLL SYSTEM SERVICE	.00	143.43	120.00	23.43	119.53
600-47491-30-0000	SEWER SERVICE - VILLAGE (C)	.00	3,436.95	4,583.00	(1,146.05)	74.99
600-47497-30-0000	COLLECTION SYSTEM MAINT - V	.00	40.46	.00	40.46	.00
600-47499-30-0000	OTHER SERVICES PROVIDED TO V	.00	1,154.57	7,000.00	(5,845.43)	16.49
	TOTAL INTERGOVERNMENTAL CHARGES	.00	5,638.23	12,903.00	(7,264.77)	43.70
	OTHER REVENUE					
600-48110-30-0000	INTEREST/DIVIDENDS-COLLECTION	.00	522.95	450.00	72.95	116.21
600-48953-30-0000	IMPACT FEE-DOWNTOWN SEWER MAIN	.00	21,613.34	2,006.00	19,607.34	1,077.43
600-48995-30-0000	MISC OTHER REVENUE	.00	943.34	.00	943.34	.00
	TOTAL OTHER REVENUE	.00	23,079.63	2,456.00	20,623.63	939.72
	TOTAL COLLECTION REVENUE	.00	209,440.36	223,700.00	(14,259.64)	93.63

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

COLLECTION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
600-63101-00-0000	WAGES - FULL TIME	.00	18,245.84	23,149.00	4,903.16	78.82
600-63105-00-0000	WAGES, ADMIN - COLLECTION	.00	6,201.16	6,978.00	776.84	88.87
600-63110-00-0000	OVERTIME	.00	597.04	1,232.00	634.96	48.46
600-63112-63-0000	PAID LEAVE - COLLECTION	.00	4,435.87	.00	(4,435.87)	.00
600-63115-00-0000	RETIREMENT	.00	1,861.17	1,891.00	29.83	98.42
600-63120-00-0000	SOCIAL SECURITY	.00	2,097.54	2,149.00	51.46	97.61
600-63125-00-0000	INSURANCE, MEDICAL	.00	6,162.45	8,980.00	2,817.55	68.62
600-63127-00-0000	HSA EXPENSE WW-COLLECTION	.00	2,775.16	.00	(2,775.16)	.00
600-63130-00-0000	INSURANCE, DENTAL	.00	576.84	528.00	(48.84)	109.25
600-63135-00-0000	INSURANCE, DISABILITY	.00	154.01	231.00	76.99	66.67
600-63140-00-0000	INSURANCE, GROUP LIFE	.00	90.15	101.00	10.85	89.26
600-63145-00-0000	INSURANCE, WORK COMP	.00	1,862.59	1,871.00	8.41	99.55
600-63190-00-0000	BENEFIT FEES AND PENALTIES	.00	9.82	60.00	50.18	16.37
600-63191-00-0000	VILLAGE CLERK REIMBURSEMENT	.00	.00	(196.00)	(196.00)	.00
600-63193-00-0000	TKH CLERK REIMBURSEMENT	.00	.00	(151.00)	(151.00)	.00
	PERSONNEL	.00	45,069.64	46,823.00	1,753.36	96.26
600-63201-00-0000	TRAVEL/TRAINING - COLLECTION	.00	553.25	250.00	(303.25)	221.30
600-63205-00-0000	RECRUITMENT/TESTING/ PHYSICALS	.00	83.37	.00	(83.37)	.00
600-63215-00-0000	UNIFORMS & CLOTHING	.00	163.66	220.00	56.34	74.39
	INDIRECT EMPLOYEE	.00	800.28	470.00	(330.28)	170.27
600-63330-00-0000	ELECTRIC POWER	.00	4,976.73	5,600.00	623.27	88.87
600-63335-00-0000	FUEL	.00	100.66	200.00	99.34	50.33
600-63365-00-0000	CELLPHONES	.00	298.66	200.00	(98.66)	149.33
600-63370-00-0000	INTERNET	.00	187.08	225.00	37.92	83.15
600-63375-00-0000	TELEMETRY	.00	166.98	400.00	233.02	41.75
	UTILITY COSTS	.00	5,730.11	6,625.00	894.89	86.49
600-63401-00-0000	OFFICE SUPPLIES & EXP.	.00	251.04	203.00	(48.04)	123.67
600-63405-00-0000	COMPUTER HARDWARE/SOFTWARE	.00	8.12	50.00	41.88	16.24
600-63410-00-0000	PRINTING & COPYING	.00	359.50	400.00	40.50	89.88
600-63415-00-0000	POSTAGE & SHIPPING	.00	298.54	450.00	151.46	66.34
600-63420-00-0000	DUES & PUBLICATIONS	.00	.00	50.00	50.00	.00
600-63430-00-0000	CUSTODIAL SUPPLIES	.00	126.44	25.00	(101.44)	505.76
600-63440-00-0000	MEDICAL/SAFETY SUPPLIES	.00	175.30	150.00	(25.30)	116.87
600-63450-00-0000	PARTS & SUPPLIES	.00	176.00	600.00	424.00	29.33
600-63460-00-0000	TOOLS/MINOR EQUIPMENT	.00	311.13	500.00	188.87	62.23
600-63465-00-0000	CHEMICALS	.00	3,176.32	6,000.00	2,823.68	52.94
600-63470-00-0000	LAB SUPPLIES	.00	217.44	.00	(217.44)	.00
600-63490-00-0000	MISC. SEWER OPERATING SUPPLIES	.00	.00	2,250.00	2,250.00	.00
600-63495-00-0000	MISC. OTHER SUPPLIES	.00	84.34	500.00	415.66	16.87
	SUPPLIES	.00	5,184.17	11,178.00	5,993.83	46.38

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

COLLECTION

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
600-63501-00-0000	AUDIT	.00	1,148.12	1,200.00	51.88	95.68
600-63502-00-0000	ACCOUNTING/SOFTWARE SUPPORT	.00	2,882.24	800.00	(2,082.24)	360.28
600-63504-00-0000	INFORMATION TECHNOLOGY	.00	363.95	300.00	(63.95)	121.32
600-63509-00-0000	LOCATING	.00	325.60	.00	(325.60)	.00
600-63510-00-0000	CONSULTING	.00	541.75	250.00	(291.75)	216.70
600-63512-00-0000	LAUNDRY SERVICE	.00	2.10	.00	(2.10)	.00
600-63515-00-0000	LEGAL SERVICES	.00	66.73	500.00	433.27	13.35
600-63525-00-0000	PROPERTY/LIABILITY INS.	.00	1,733.96	4,000.00	2,266.04	43.35
600-63554-00-0000	LAWN MAINTENANCE	.00	630.85	400.00	(230.85)	157.71
600-63595-00-0000	MISC. OTHER SERVICES	.00	14.69	100.00	85.31	14.69
	SERVICES	.00	7,709.99	7,550.00	(159.99)	102.12
600-63601-00-0000	OFFICE EQUIPMENT	.00	76.03	50.00	(26.03)	152.06
600-63605-00-0000	COMPUTER MAINTENANCE	.00	.00	50.00	50.00	.00
600-63630-00-0000	SEWER SYSTEM MAINTENANCE	.00	31,842.97	57,364.00	25,521.03	55.51
600-63635-00-0000	LIFT STATION/FORCE MAIN MAINT.	.00	9,569.84	13,000.00	3,430.16	73.61
	MAINTENANCE	.00	41,488.84	70,464.00	28,975.16	58.88
600-63701-00-0000	VEHICLE MAINTENANCE	.00	426.36	375.00	(51.36)	113.70
600-63705-00-0000	EQUIPMENT MAINTENANCE	.00	2,043.15	500.00	(1,543.15)	408.63
600-63710-00-0000	VEHICLE GAS/OIL/FLUIDS	.00	344.82	1,000.00	655.18	34.48
600-63715-00-0000	EQUIPMENT GAS/OIL/FLUIDS	.00	115.86	500.00	384.14	23.17
	VEHICLES AND EQUIPMENT	.00	2,930.19	2,375.00	(555.19)	123.38
600-63910-00-0000	BAD DEBT EXP - COLLECTION	.00	57.00	.00	(57.00)	.00
600-63930-00-0000	BANK FEES & FINANCE CHARGES	.00	196.68	100.00	(96.68)	196.68
600-63971-00-0000	DEPRECIATION EXP - COLLECTION	.00	65,457.00	65,457.00	.00	100.00
600-63986-00-0000	INTEREST ON LONG-TERM DEBT - C	.00	5,055.00	9,096.00	4,041.00	55.57
	MISCELLANEOUS	.00	70,765.68	74,653.00	3,887.32	94.79
	TOTAL COLLECTION EXPENDITURES	.00	179,678.90	220,138.00	40,459.10	81.62
	NET REVENUES OVER EXPENDITURES	.00	29,761.46	3,562.00	(54,718.74)	835.53

VILLAGE OF SISTER BAY

REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	TAXES					
100-41110-00-0000	GENERAL PROPERTY TAXES	.00	1,200,449.62	1,201,174.00	(724.38)	99.94
100-41150-00-0000	MANAGED FOREST LANDS	.00	31.66	34.00	(2.34)	93.12
100-41800-00-0000	INTEREST & PENALTIES - TAXES	.00	1.55	100.00	(98.45)	1.55
	TOTAL TAXES	.00	1,200,482.83	1,201,308.00	(825.17)	99.93
	INTERGOVERNMENTAL REVENUE					
100-43410-00-0000	STATE SHARED REVENUE	.00	9,036.30	9,036.00	.30	100.00
100-43415-00-0000	EXPENDITURE RESTRAINT	.00	10,751.94	10,751.00	.94	100.01
100-43420-00-0000	FIRE INSURANCE DUES	.00	14,243.50	13,600.00	643.50	104.73
100-43430-00-0000	COMPUTER AIDS	.00	1,415.00	1,200.00	215.00	117.92
100-43531-00-0000	STATE AID - ROADS	.00	58,011.44	58,011.00	.44	100.00
100-43650-00-0000	FOREST LANDS	.00	12.90	3.00	9.90	430.00
100-43690-00-0000	STATE GRANTS - OTHER	.00	15,000.00	.00	15,000.00	.00
100-43791-00-0000	RECYCLING REBATE	.00	2,928.89	5,600.00	(2,671.11)	52.30
	TOTAL INTERGOVERNMENTAL REVENUE	.00	111,399.97	98,201.00	13,198.97	113.44
	LICENSES & PERMITS					
100-44110-00-0000	LIQUOR	.00	30,984.96	8,200.00	22,784.96	377.87
100-44120-00-0000	OPERATORS LICENSES	.00	760.00	750.00	10.00	101.33
100-44130-00-0000	SODA	.00	135.00	130.00	5.00	103.85
100-44140-00-0000	CIGARETTE	.00	50.00	50.00	.00	100.00
100-44210-00-0000	DOG LICENSES	.00	166.21	25.00	141.21	664.84
100-44300-00-0000	BUILDING	.00	15,518.60	5,000.00	10,518.60	310.37
100-44410-00-0000	REZONING PETITION & FEES	.00	13,330.00	1,200.00	12,130.00	1,110.83
100-44420-00-0000	CONDITIONAL USE REQUESTS	.00	.00	400.00	(400.00)	.00
100-44430-00-0000	MAP/TEXT AMENDMENT REQUESTS	.00	1,300.00	100.00	1,200.00	1,300.00
100-44910-00-0000	SIGN PERMITS	.00	1,015.00	500.00	515.00	203.00
	TOTAL LICENSES & PERMITS	.00	63,259.77	16,355.00	46,904.77	386.79
	FINES, FORFEITS & PENALTIES					
100-45210-00-0000	CITATIONS/PKG TICKETS	.00	505.00	350.00	155.00	144.29
	TOTAL FINES, FORFEITS & PENALTIES	.00	505.00	350.00	155.00	144.29

VILLAGE OF SISTER BAY

REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	PUBLIC CHARGES					
100-46110-00-0000	ASSESSMENT LETTER FEES	.00	2,970.00	2,500.00	470.00	118.80
100-46120-00-0000	PLAN COMMISSION FEES	.00	6,650.00	400.00	6,250.00	1,662.50
100-46140-00-0000	PUBLISHING FEES	.00	600.00	440.00	160.00	136.36
100-46310-00-0000	HWY DEPT CHGS REIMB	.00	1,465.23	400.00	1,065.23	366.31
100-46721-00-0000	MEMORIAL BENCHES	.00	1,200.00	800.00	400.00	150.00
100-46722-00-0000	MEMORIAL TREES	.00	.00	200.00	(200.00)	.00
100-46741-00-0000	FESTIVALS/EVENTS	.00	.00	30,000.00	(30,000.00)	.00
100-46900-00-0000	MISC CHARGES FOR SERVICES	.00	7,610.90	500.00	7,110.90	1,522.18
	TOTAL PUBLIC CHARGES	.00	20,496.13	35,240.00	(14,743.87)	58.16
	INTERGOVERNMENTAL CHARGES					
100-47324-00-0000	EMS BLDG RENTAL CHARGES	.00	4,663.56	8,500.00	(3,836.44)	54.87
100-47390-00-0000	LIBRARY CHARGES	.00	4,117.68	2,700.00	1,417.68	152.51
	TOTAL INTERGOVERNMENTAL CHARGES	.00	8,781.24	11,200.00	(2,418.76)	78.40
	MISCELLANEOUS REVENUES					
100-48110-00-0000	INTEREST ON INVESTMENTS	.00	297.42	3,200.00	(2,902.58)	9.29
100-48210-00-0000	BLDG RENTAL - POST OFFICE	.00	16,913.97	16,994.00	(80.03)	99.53
100-48220-00-0000	BLDG RENTAL - VILLAGE HALL	.00	3,688.22	2,500.00	1,188.22	147.53
100-48240-00-0000	BLDG RENTAL - FIRE STATION	.00	778.24	350.00	428.24	222.35
100-48250-00-0000	PARK RENTAL	.00	7,812.83	1,000.00	6,812.83	781.28
100-48300-00-0000	SALE OF PROPERTY & EQUIPMENT	.00	.00	3,000.00	(3,000.00)	.00
100-48400-00-0000	INSURANCE RECOVERY	.00	5,366.00	.00	5,366.00	.00
100-48990-00-0000	MISC OTHER REVENUE	.00	290.84	250.00	40.84	116.34
	TOTAL MISCELLANEOUS REVENUES	.00	35,147.52	27,294.00	7,853.52	128.77
	OTHER FINANCING SOURCES					
100-49221-00-0000	TRANSFERS FROM MARINA: PILOT	.00	126,356.04	126,356.00	.04	100.00
100-49261-00-0000	TRANSFERS FROM UTILITY PILOT	.00	41,723.04	41,723.00	.04	100.00
	TOTAL OTHER FINANCING SOURCES	.00	168,079.08	168,079.00	.08	100.00
	TOTAL FUND REVENUE	.00	1,608,151.54	1,558,027.00	50,124.54	103.22

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	GENERAL GOVERNMENT					
100-51105-00-0000	WAGES, TRUSTEES	.00	33,400.00	32,940.00	(460.00)	101.40
100-51120-00-0000	SOCIAL SECURITY	.00	2,555.10	2,520.00	(35.10)	101.39
100-51145-00-0000	INSURANCE, WORK COMP	.00	89.73	98.00	8.27	91.56
	PERSONNEL	.00	36,044.83	35,558.00	(486.83)	101.37
100-51201-00-0000	TRAVEL/TRAINING	.00	402.62	2,500.00	2,097.38	16.10
100-51210-00-0000	EXPENSE ALLOWANCE	.00	505.22	750.00	244.78	67.36
100-51225-00-0000	RECOGNITION	.00	456.94	500.00	43.06	91.39
	INDIRECT EMPLOYEE	.00	1,364.78	3,750.00	2,385.22	36.39
100-51301-00-0000	ADMINISTRATION BUILDING	518.79	4,253.17	5,000.00	746.83	85.06
100-51305-00-0000	VILLAGE HALL	274.10	6,890.22	12,500.00	5,609.78	55.12
100-51315-00-0000	FIRE STATION	799.14	22,516.67	40,000.00	17,483.33	56.29
100-51360-00-0000	HYDRANT RENTAL FEES	.00	39,281.25	52,375.00	13,093.75	75.00
100-51370-00-0000	INTERNET	.00	2,158.80	3,300.00	1,141.20	65.42
	UTILITY COSTS	1,592.03	75,100.11	113,175.00	38,074.89	66.36
100-51405-00-0000	COMPUTER HARDWARE/SOFTWARE	180.92	660.56	1,000.00	339.44	66.06
100-51410-00-0000	PRINTING AND COPYING	.00	816.45	250.00	(566.45)	326.58
100-51420-00-0000	DUES & PUBLICATIONS	.00	1,346.56	1,600.00	253.44	84.16
100-51425-00-0000	MAPS	.00	178.50	100.00	(78.50)	178.50
100-51450-00-0000	PUBLIC RELATIONS	.00	913.15	2,000.00	1,086.85	45.66
100-51495-00-0000	MISC SUPPLIES	.00	512.96	50.00	(462.96)	1,025.92
	SUPPLIES	180.92	4,428.18	5,000.00	571.82	88.56

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
100-51502-00-0000	BUILDING INSPECTION SERVICES	.00	10,552.40	4,500.00	(6,052.40)	234.50
100-51504-00-0000	INFORMATION TECHNOLOGY	943.33	4,461.48	1,200.00	(3,261.48)	371.79
100-51505-00-0000	ENGINEERING	.00	3,244.50	5,000.00	1,755.50	64.89
100-51510-00-0000	CONSULTING	.00	2,251.50	5,000.00	2,748.50	45.03
100-51514-00-0000	SHERIFF SECURITY SERVICES	.00	1,470.39	3,000.00	1,529.61	49.01
100-51515-00-0000	LEGAL SERVICES	.00	41,104.33	36,000.00	(5,104.33)	114.18
100-51520-00-0000	ASSESSMENT SERVICES	.00	34,500.00	34,500.00	.00	100.00
100-51525-00-0000	PROPERTY/LIABILITY INSURANCE	.00	16,883.84	12,500.00	(4,383.84)	135.07
100-51530-00-0000	LEGAL NOTICES & ADS	.00	1,937.62	750.00	(1,187.62)	258.35
100-51532-00-0000	PUBLICITY	.00	427.97	500.00	72.03	85.59
100-51535-00-0000	WEBSITE SUPPORT	.00	307.08	750.00	442.92	40.94
100-51540-00-0000	TAX BILLING COSTS	.00	3,207.67	2,600.00	(607.67)	123.37
100-51542-00-0000	TAX ASSESSMENT REFUNDS	.00	990.83	.00	(990.83)	.00
100-51545-00-0000	ELECTION COSTS	.00	987.74	2,500.00	1,512.26	39.51
100-51546-00-0000	ELECTION JUDGES	.00	4,307.50	4,000.00	(307.50)	107.69
100-51555-00-0000	BOARD OF REVIEW	.00	219.11	500.00	280.89	43.82
100-51570-00-0000	ZONING BOARD OF APPEALS	.00	.00	200.00	200.00	.00
100-51575-00-0000	PLAN COMMISSION	320.00	2,449.20	1,600.00	(849.20)	153.08
100-51590-00-0000	MISC BOARDS	.00	1,906.00	900.00	(1,006.00)	211.78
100-51595-00-0000	MISC SERVICES	.00	.00	100.00	100.00	.00
	SERVICES	1,263.33	131,209.16	116,100.00	(15,109.16)	113.01
100-51641-00-0000	ADMINISTRATION BLDG	28.00	1,627.13	3,200.00	1,572.87	50.85
100-51642-00-0000	VILLAGE HALL	.00	1,140.67	2,200.00	1,059.33	51.85
100-51643-00-0000	POST OFFICE	76.52	964.36	2,000.00	1,035.64	48.22
100-51645-00-0000	FIRE STATION	72.00	6,585.45	50,000.00	43,414.55	13.17
100-51647-00-0000	PAVILION	.00	1,626.08	.00	(1,626.08)	.00
	MAINTENANCE	176.52	11,943.69	57,400.00	45,456.31	20.81
100-51801-00-0000	CEMETERY	.00	2,738.68	3,000.00	261.32	91.29
100-51805-00-0000	LIBRARY	.00	30,000.00	30,000.00	.00	100.00
100-51810-00-0000	SISTER BAY ADVANCEMENT	.00	62,500.00	50,000.00	(12,500.00)	125.00
100-51830-00-0000	HUMANE SOCIETY	.00	1,000.00	1,000.00	.00	100.00
100-51840-00-0000	FIRE SERVICES	.00	120,790.00	120,790.00	.00	100.00
100-51850-00-0000	HISTORICAL SOCIETY	.00	5,000.00	5,000.00	.00	100.00
100-51860-00-0000	ECONOMIC DEVELOPMENT	.00	2,500.00	2,500.00	.00	100.00
100-51880-00-0000	COASTAL BYWAYS	.00	600.00	300.00	(300.00)	200.00
100-51885-00-0000	DOOR COUNTY SOIL & WATER	.00	1,000.00	1,000.00	.00	100.00
	SUPPORT	.00	226,128.68	213,590.00	(12,538.68)	105.87

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
100-51910-00-0000	BAD DEBT EXP	.00	722.98	450.00	(272.98)	160.66
100-51930-00-0000	BANK FEES & FINANCE CHARGES	.00	2,803.38	4,000.00	1,196.62	70.08
100-51992-00-0000	TRANSFER TO ICE RINK FUND	.00	.00	5,000.00	5,000.00	.00
100-51994-00-0000	TRANSFER TO CIP FUND	.00	309,999.96	310,000.00	.04	100.00
100-51999-00-0000	CONTINGENCY	.00	.00	10,000.00	10,000.00	.00
	MISCELLANEOUS	.00	313,526.32	329,450.00	15,923.68	95.17
	TOTAL GENERAL GOVERNMENT	3,212.80	799,745.75	874,023.00	74,277.25	91.50

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	ADMINISTRATION					
100-52101-00-0000	WAGES, FULL-TIME	.00	214,510.61	204,386.00	(10,124.61)	104.95
100-52105-00-0000	WAGES, PART-TIME	.00	979.99	1,109.00	129.01	88.37
100-52110-00-0000	OVERTIME	.00	427.50	332.00	(95.50)	128.77
100-52112-00-0000	UNWORKED WAGES	.00	18,139.21	.00	(18,139.21)	.00
100-52113-00-0000	COMP TIME USED	.00	1,128.32	.00	(1,128.32)	.00
100-52115-00-0000	RETIREMENT	.00	15,537.09	13,585.00	(1,952.09)	114.37
100-52120-00-0000	SOCIAL SECURITY	.00	16,395.23	15,746.00	(649.23)	104.12
100-52125-00-0000	INSURANCE, MEDICAL	.00	29,545.49	42,114.00	12,568.51	70.16
100-52127-00-0000	HSA EXPENSE	2,213.00	22,040.41	.00	(22,040.41)	.00
100-52130-00-0000	INSURANCE, DENTAL	.00	3,406.09	3,043.00	(363.09)	111.93
100-52135-00-0000	INSURANCE, DISABILITY	.00	1,490.46	1,232.00	(258.46)	120.98
100-52140-00-0000	INSURANCE, GROUP LIFE	.00	659.10	601.00	(58.10)	109.67
100-52145-00-0000	INSURANCE, WORK COMP	.00	588.74	608.00	19.26	96.83
100-52150-00-0000	UNEMPLOYMENT COSTS	.00	1,219.54	.00	(1,219.54)	.00
100-52190-00-0000	BENEFIT FEES AND PENALTIES	.00	1,092.00	1,000.00	(92.00)	109.20
100-52192-00-0000	MARINA ADMIN REIMBURSEMENT	.00	(12,020.39)	(13,860.00)	(1,839.61)	(86.73)
100-52195-00-0000	TIF ADMIN REIMBURSEMENT	.00	(65,577.00)	(61,449.00)	4,128.00	(106.72)
100-52196-00-0000	UTILITY ADMIN REIMBURSEMENT	.00	(49,378.54)	(24,623.00)	24,755.54	(200.54)
	PERSONNEL	2,213.00	200,183.85	183,824.00	(16,359.85)	108.90
100-52201-00-0000	TRAVEL/TRAINING	14.00	4,723.16	2,800.00	(1,923.16)	168.68
100-52202-00-0000	EDUCATIONAL DEVELOPMENT	.00	504.93	1,000.00	495.07	50.49
100-52205-00-0000	RECRUIT/TESTING/PHYSICALS	.00	.00	500.00	500.00	.00
100-52210-00-0000	EXPENSE ALLOWANCE	70.00	400.92	350.00	(50.92)	114.55
100-52212-00-0000	STAFF TEAM-BUILDING	.00	231.90	500.00	268.10	46.38
100-52225-00-0000	RECOGNITION	550.00	3,721.68	4,000.00	278.32	93.04
	INDIRECT EMPLOYEE	634.00	9,582.59	9,150.00	(432.59)	104.73
100-52360-00-0000	TELEPHONE	.00	2,683.01	2,600.00	(83.01)	103.19
100-52365-00-0000	CELL PHONE	.00	1,096.97	700.00	(396.97)	156.71
100-52370-00-0000	INTERNET	.00	1,687.39	2,000.00	312.61	84.37
	UTILITY COSTS	.00	5,467.37	5,300.00	(167.37)	103.16

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
100-52401-00-0000	OFFICE SUPPLIES	.00	4,263.36	5,000.00	736.64	85.27
100-52405-00-0000	COMPUTER HARDWARE/SOFTWARE	.00	2,674.24	1,500.00	(1,174.24)	178.28
100-52410-00-0000	PRINTING AND COPYING	.00	7,901.17	6,500.00	(1,401.17)	121.56
100-52415-00-0000	POSTAGE	.00	2,161.63	2,500.00	338.37	86.47
100-52420-00-0000	DUES AND PUBLICATIONS	.00	421.05	500.00	78.95	84.21
100-52460-00-0000	MINOR EQUIPMENT	.00	363.58	500.00	136.42	72.72
100-52495-00-0000	MISC OTHER SUPPLIES	.00	252.36	100.00	(152.36)	252.36
	SUPPLIES	.00	18,037.39	16,600.00	(1,437.39)	108.66
100-52501-00-0000	AUDIT	.00	11,220.83	12,000.00	779.17	93.51
100-52502-00-0000	ACCOUNTING SUPPORT	.00	928.00	1,200.00	272.00	77.33
100-52504-00-0000	INFORMATION TECHNOLOGY	231.80	2,370.65	3,000.00	629.35	79.02
100-52510-00-0000	CONSULTING	.00	4,879.50	5,000.00	120.50	97.59
	SERVICES	231.80	19,398.98	21,200.00	1,801.02	91.50
100-52601-00-0000	OFFICE EQUIPMENT	.00	295.74	400.00	104.26	73.94
	MAINTENANCE	.00	295.74	400.00	104.26	73.94
	TOTAL ADMINISTRATION	3,078.80	252,965.92	236,474.00	(16,491.92)	106.97

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	PARKS AND STREETS					
100-53101-00-0000	WAGES, FULL-TIME	.00	137,054.11	180,655.00	43,600.89	75.87
100-53105-00-0000	WAGES, PART-TIME	.00	26,384.83	22,500.00	(3,884.83)	117.27
100-53106-00-0000	WAGES, ANIMAL CONTROL	.00	194.24	500.00	305.76	38.85
100-53110-00-0000	OVERTIME	.00	9,060.06	5,635.00	(3,425.06)	160.78
100-53112-00-0000	UNWORKED WAGES	.00	21,338.05	.00	(21,338.05)	.00
100-53113-00-0000	COMP TIME USED	.00	10,722.71	.00	(10,722.71)	.00
100-53115-00-0000	RETIREMENT	.00	11,582.03	12,105.00	522.97	95.68
100-53120-00-0000	SOCIAL SECURITY	.00	14,823.28	16,253.00	1,429.72	91.20
100-53125-00-0000	INSURANCE, MEDICAL	.00	33,640.75	46,600.00	12,959.25	72.19
100-53127-00-0000	HSA EXPENSE	5,688.00	25,486.72	.00	(25,486.72)	.00
100-53130-00-0000	INSURANCE, DENTAL	.00	3,173.29	3,439.00	265.71	92.27
100-53135-00-0000	INSURANCE, DISABILITY	.00	1,125.93	1,232.00	106.07	91.39
100-53140-00-0000	INSURANCE, GROUP LIFE	.00	480.53	334.00	(146.53)	143.87
100-53145-00-0000	INSURANCE, WORK COMP	.00	14,130.06	15,650.00	1,519.94	90.29
100-53150-00-0000	UNEMPLOYMENT COSTS	.00	194.49	.00	(194.49)	.00
100-53190-00-0000	BENEFIT FEES AND PENALTIES	.00	71.43	200.00	128.57	35.72
100-53192-00-0000	MARINA PARKS REIMBURSEMENT	.00	.00	(12,337.00)	(12,337.00)	.00
100-53195-00-0000	TKH PARKS REIMBURSEMENT	.00	.00	(13,825.00)	(13,825.00)	.00
	PERSONNEL	5,688.00	309,462.51	278,941.00	(30,521.51)	110.94
100-53201-00-0000	TRAVEL/TRAINING	.00	1,355.43	.00	(1,355.43)	.00
100-53205-00-0000	RECRUIT/TESTING/PHYSICALS	.00	.00	500.00	500.00	.00
100-53210-00-0000	EXPENSE ALLOWANCE	.00	100.00	100.00	.00	100.00
100-53215-00-0000	UNIFORMS & CLOTHING	.00	1,326.51	1,600.00	273.49	82.91
	INDIRECT EMPLOYEE	.00	2,781.94	2,200.00	(581.94)	126.45
100-53325-00-0000	PARKS	135.64	2,842.26	2,600.00	(242.26)	109.32
100-53330-00-0000	SPORTS COMPLEX	531.70	10,931.17	12,000.00	1,068.83	91.09
100-53335-00-0000	MAINTENANCE BUILDINGS	193.44	5,197.00	12,500.00	7,303.00	41.58
100-53345-00-0000	INFORMATION BOOTH	.00	819.35	600.00	(219.35)	136.56
100-53360-00-0000	TELEPHONE SPORT COMPLEX	.00	541.16	600.00	58.84	90.19
100-53365-00-0000	CELL PHONES	.00	1,468.92	3,400.00	1,931.08	43.20
100-53370-00-0000	INTERNET	.00	1,079.40	1,200.00	120.60	89.95
100-53380-00-0000	STREET LIGHTING	2,067.70	24,221.90	28,000.00	3,778.10	86.51
100-53381-00-0000	BIKE TRAIL LIGHTS	149.10	1,593.02	1,700.00	106.98	93.71
	UTILITY COSTS	3,077.58	48,694.18	62,600.00	13,905.82	77.79

VILLAGE OF SISTER BAY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
100-53401-00-0000	OFFICE SUPPLIES	.00	73.04	25.00	(48.04)	292.16
100-53405-00-0000	COMPUTER HARDWARE/SOFTWARE	.00	.00	25.00	25.00	.00
100-53430-00-0000	CUSTODIAL SUPPLIES	.00	3,516.25	4,000.00	483.75	87.91
100-53440-00-0000	MEDICAL SAFETY	.00	1,786.31	1,000.00	(786.31)	178.63
100-53445-00-0000	SHOP SUPPLIES	.00	762.55	800.00	37.45	95.32
100-53450-00-0000	MEMORIAL BENCH SUPPLIES	1,051.00	1,815.77	2,000.00	184.23	90.79
100-53460-00-0000	MINOR EQUIPMENT	157.87	1,714.71	2,000.00	285.29	85.74
100-53470-00-0000	RECREATION EQUIP/SUPPLIES	.00	122.48	500.00	377.52	24.50
100-53480-00-0000	STREET LIGHTS (BULBS)	.00	48.12	300.00	251.88	16.04
100-53490-00-0000	MISC. MUNICIPAL SUPPLIES	.00	701.47	3,000.00	2,298.53	23.38
100-53495-00-0000	MISC. OTHER SUPPLIES	.00	189.78	200.00	10.22	94.89
	SUPPLIES	1,208.87	10,730.48	13,850.00	3,119.52	77.48
100-53532-00-0000	PUBLICITY	.00	.00	2,000.00	2,000.00	.00
100-53551-00-0000	RUBBISH DISPOSAL	6,298.31	101,940.14	100,000.00	(1,940.14)	101.94
100-53552-00-0000	RECYCLING	488.88	7,803.26	11,000.00	3,196.74	70.94
100-53553-00-0000	SNOW REMOVAL CONTRACT	.00	19,181.10	30,000.00	10,818.90	63.94
100-53555-00-0000	SPECIAL EVENTS COSTS	1,825.32	7,611.99	30,000.00	22,388.01	25.37
100-53581-00-0000	YMCA PROGRAM COSTS	.00	11,867.00	13,800.00	1,933.00	85.99
100-53595-00-0000	MISCELLANEOUS	.00	129.50	100.00	(29.50)	129.50
	SERVICES	8,612.51	148,532.99	186,900.00	38,367.01	79.47
100-53611-00-0000	BIKE TRAIL	.00	14.12	150.00	135.88	9.41
100-53615-00-0000	GROUNDS	.00	101.59	3,000.00	2,898.41	3.39
100-53620-00-0000	PARKS	.00	22,394.69	10,000.00	(12,394.69)	223.95
100-53625-00-0000	SPORTS COMPLEX	338.44	7,231.04	4,500.00	(2,731.04)	160.69
100-53626-00-0000	DOG PARK	.00	2,620.97	2,200.00	(420.97)	119.14
100-53630-00-0000	STREET SIGNS	.00	840.12	750.00	(90.12)	112.02
100-53631-00-0000	SEASONAL DECORATIONS	65.45	4,142.46	3,000.00	(1,142.46)	138.08
100-53632-00-0000	SPRING FLOWER POTS	.00	3,279.43	4,000.00	720.57	81.99
100-53635-00-0000	LAWN MAINTENANCE	.00	9,856.70	8,500.00	(1,356.70)	115.96
100-53640-00-0000	BUILDING (PARKS DEPT)	255.00	1,944.52	1,500.00	(444.52)	129.63
100-53645-00-0000	INFO BOOTH (BLDGS & GROUNDS)	.00	1,350.12	1,000.00	(350.12)	135.01
100-53647-00-0000	PAVILION	.00	143.56	2,500.00	2,356.44	5.74
100-53650-00-0000	STORM DRAINAGE SYSTEM	44.92	4,735.27	3,500.00	(1,235.27)	135.29
100-53655-00-0000	STREET MAINTENANCE	.00	13,712.13	28,011.00	14,298.87	48.95
100-53670-00-0000	PICNIC TABLES & BENCHES	.00	34.89	250.00	215.11	13.96
100-53671-00-0000	GARBAGE CANS	1,000.00	1,000.00	1,000.00	.00	100.00
100-53675-00-0000	EQUIPMENT RENTAL	.00	54.00	300.00	246.00	18.00
	MAINTENANCE	1,703.81	73,455.61	74,161.00	705.39	99.05

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
100-53701-00-0000	VEHICLE MAINTENANCE	161.75	5,619.97	5,000.00	(619.97)	112.40
100-53705-00-0000	EQUIPMENT MAINTENANCE	2,295.37	9,365.80	10,000.00	634.20	93.66
100-53710-00-0000	GAS/OIL/FLUIDS	.00	7,677.48	10,000.00	2,322.52	76.77
100-53715-00-0000	TIRES	1,300.00	1,625.10	1,500.00	(125.10)	108.34
	VEHICLES AND EQUIPMENT	3,757.12	24,288.35	26,500.00	2,211.65	91.65
	TOTAL PARKS AND STREETS	24,047.89	617,946.06	645,152.00	27,205.94	95.78
	TOTAL FUND EXPENDITURES	30,339.49	1,670,657.73	1,755,649.00	84,991.27	95.16
	NET REVENUES OVER EXPENDITURES	(30,339.49)	(62,506.19)	(197,622.00)	(34,866.73)	(31.63)

VILLAGE OF SISTER BAY

REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

MARINA FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	PUBLIC CHARGES					
201-46741-00-0000	MARINA FEST	.00	28,543.16	17,500.00	11,043.16	163.10
201-46751-00-0000	SEASONAL SLIP FEES	.00	356,217.67	345,000.00	11,217.67	103.25
201-46752-00-0000	DAILY DOCKING/TRANSIENT FEES	.00	138,802.15	112,000.00	26,802.15	123.93
201-46753-00-0000	LAUNCH FEES	.00	14,479.11	12,000.00	2,479.11	120.66
201-46755-00-0000	PUMP OUT SERVICES	.00	1,974.59	200.00	1,774.59	987.30
201-46759-00-0000	DISCOUNTED SALES	.00	.00	(7,500.00)	7,500.00	.00
201-46761-00-0000	COMMERCIAL DOCKING	.00	76,851.06	76,730.00	121.06	100.16
201-46764-00-0000	PRODUCT SALES	.00	3,178.20	2,200.00	978.20	144.46
201-46767-00-0000	VENDING SALES	.00	185.99	350.00	(164.01)	53.14
201-46768-00-0000	WASHER/DRYER	.00	658.99	300.00	358.99	219.66
201-46900-00-0000	MISC CHARGES FOR SERVICES	.00	(295.94)	25.00	(320.94)	(1,183.76)
	TOTAL PUBLIC CHARGES	.00	620,594.98	558,805.00	61,789.98	111.06
	MISCELLANEOUS REVENUES					
201-48110-00-0000	INTEREST ON INVESTMENTS	.00	893.48	670.00	223.48	133.36
201-48260-00-0000	BLDG RENTAL - BOATHOUSE	.00	18,525.00	19,500.00	(975.00)	95.00
201-48500-00-0000	DONATIONS	.00	220.00	.00	220.00	.00
201-48990-00-0000	MISC OTHER REVENUE	.00	344.43	200.00	144.43	172.22
	TOTAL MISCELLANEOUS REVENUES	.00	19,982.91	20,370.00	(387.09)	98.10
	TOTAL FUND REVENUE	.00	640,577.89	579,175.00	61,402.89	110.60

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

MARINA FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	MARINA EXP					
201-55101-00-0000	WAGES, MANAGER	.00	35,049.25	40,000.00	4,950.75	87.62
201-55105-00-0000	WAGES, ADMIN	.00	12,080.50	10,159.00	(1,921.50)	118.91
201-55105-04-0000	MAINTENANCE, PARKS	.00	8,498.00	8,498.00	.00	100.00
201-55105-08-0000	DOCKMASTERS, PART-TIME	.00	39,303.08	39,466.00	162.92	99.59
201-55110-00-0000	OVERTIME, MANAGER	.00	.00	223.00	223.00	.00
201-55110-08-0000	OVERTIME, DOCKMASTERS	.00	1,992.69	.00	(1,992.69)	.00
201-55111-00-0000	BONUSES, DOCKMASTERS	.00	1,976.51	5,807.00	3,830.49	34.04
201-55112-00-0000	UNWORKED WAGES	.00	2,791.35	.00	(2,791.35)	.00
201-55115-00-0000	RETIREMENT	.00	3,998.15	3,871.00	(127.15)	103.28
201-55120-00-0000	SOCIAL SECURITY	.00	7,911.56	7,968.00	56.44	99.29
201-55125-00-0000	INSURANCE, MEDICAL	.00	7,021.72	9,281.00	2,259.28	75.66
201-55127-00-0000	HSA EXPENSE MARINA	.00	4,260.25	.00	(4,260.25)	.00
201-55130-00-0000	INSURANCE, DENTAL	.00	776.40	725.00	(51.40)	107.09
201-55135-00-0000	INSURANCE, DISABILITY	.00	411.92	480.00	68.08	85.82
201-55140-00-0000	INSURANCE, GROUP LIFE	.00	80.74	48.00	(32.74)	168.21
201-55145-00-0000	INSURANCE, WORK COMP	.00	5,388.64	6,659.00	1,270.36	80.92
201-55150-00-0000	UNEMPLOYMENT COSTS	.00	904.59	.00	(904.59)	.00
201-55190-00-0000	BENEFIT FEES AND PENALTIES	.00	17.86	.00	(17.86)	.00
	PERSONNEL	.00	132,463.21	133,185.00	721.79	99.46
201-55201-00-0000	TRAVEL/TRAINING	.00	1,289.15	500.00	(789.15)	257.83
201-55205-00-0000	RECRUIT/TESTING/PHYSICALS	.00	132.00	200.00	68.00	66.00
201-55210-00-0000	EXPENSE ALLOWANCE	.00	39.07	200.00	160.93	19.54
201-55215-00-0000	UNIFORMS & CLOTHING	.00	935.05	900.00	(35.05)	103.89
	INDIRECT EMPLOYEE	.00	2,395.27	1,800.00	(595.27)	133.07
201-55340-00-0000	MARINA UTILITIES	.00	20,975.17	24,000.00	3,024.83	87.40
201-55341-00-0000	BOATHOUSE UTILITIES	.00	966.72	1,350.00	383.28	71.61
201-55360-00-0000	TELEPHONE	.00	736.77	750.00	13.23	98.24
201-55365-00-0000	CELL PHONES	.00	772.82	900.00	127.18	85.87
201-55370-00-0000	INTERNET	.00	1,595.00	2,000.00	405.00	79.75
201-55375-00-0000	CHARTER TV	.00	381.42	567.00	185.58	67.27
	UTILITY COSTS	.00	25,427.90	29,567.00	4,139.10	86.00

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

MARINA FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
201-55401-00-0000	OFFICE SUPPLIES	.00	1,303.22	400.00	(903.22)	325.81
201-55405-00-0000	COMPUTER HARDWARE/SOFTWARE	.00	146.98	5,000.00	4,853.02	2.94
201-55410-00-0000	PRINTING AND COPYING	.00	484.60	500.00	15.40	96.92
201-55415-00-0000	POSTAGE	.00	165.89	500.00	334.11	33.18
201-55420-00-0000	DUES & PUBLICATIONS	.00	62.50	300.00	237.50	20.83
201-55430-00-0000	CUSTODIAL SUPPLIES	.00	2,509.62	2,500.00	(9.62)	100.38
201-55434-00-0000	SUPPLIES FOR RESALE	.00	1,626.94	1,500.00	(126.94)	108.46
201-55440-00-0000	MEDICAL & SAFETY	.00	277.47	100.00	(177.47)	277.47
201-55460-00-0000	MINOR EQUIPMENT	.00	2,412.36	500.00	(1,912.36)	482.47
201-55465-00-0000	SERVICE EQUIPMENT	.00	159.00	200.00	41.00	79.50
201-55470-00-0000	RECREATION EQUIP/SUPPLIES	.00	.00	500.00	500.00	.00
201-55475-00-0000	BICYCLES	.00	.00	50.00	50.00	.00
201-55490-00-0000	AMENITIES	.00	631.86	750.00	118.14	84.25
201-55495-00-0000	MISCELLANEOUS SUPPLIES	.00	931.15	200.00	(731.15)	465.58
	SUPPLIES	.00	10,711.59	13,000.00	2,288.41	82.40
201-55501-00-0000	AUDIT	.00	8,250.83	3,210.00	(5,040.83)	257.04
201-55502-00-0000	ACCOUNTING SUPPORT	.00	8,402.19	1,900.00	(6,502.19)	442.22
201-55503-00-0000	CREDIT CARD FEES	.00	8,859.21	7,800.00	(1,059.21)	113.58
201-55504-00-0000	INFORMATION TECHNOLOGY	.00	2,702.22	600.00	(2,102.22)	450.37
201-55510-00-0000	CONSULTING	.00	1,163.50	350.00	(813.50)	332.43
201-55515-00-0000	LEGAL SERVICES	.00	6,931.55	500.00	(6,431.55)	1,386.31
201-55525-00-0000	PROPERTY/LIABILITY INSURANCE	.00	2,726.52	7,750.00	5,023.48	35.18
201-55530-00-0000	LEGAL NOTICES	.00	410.60	100.00	(310.60)	410.60
201-55532-00-0000	MARKETING/PUBLICITY	.00	1,870.81	8,000.00	6,129.19	23.39
201-55535-00-0000	WEBSITE SUPPORT	.00	95.40	500.00	404.60	19.08
201-55551-00-0000	GARBAGE PICKUP	.00	1,619.26	1,800.00	180.74	89.96
201-55552-00-0000	RECYCLING	.00	204.50	300.00	95.50	68.17
201-55565-00-0000	MARINA COMMITTEE	.00	800.00	800.00	.00	100.00
201-55567-00-0000	FESTIVAL/EVENT COSTS	.00	20,177.63	25,000.00	4,822.37	80.71
201-55570-00-0000	PERMITS & FEES	.00	110.00	250.00	140.00	44.00
201-55595-00-0000	MISC SERVICES	.00	.00	100.00	100.00	.00
	SERVICES	.00	64,324.22	58,960.00	(5,364.22)	109.10
201-55601-00-0000	OFFICE EQUIPMENT	.00	9.43	300.00	290.57	3.14
201-55615-00-0000	GROUNDS MAINTENANCE	.00	875.05	250.00	(625.05)	350.02
201-55635-00-0000	WEED CONTROL SERVICES	.00	.00	3,200.00	3,200.00	.00
201-55640-00-0000	BUILDING MAINTENANCE	.00	690.82	2,000.00	1,309.18	34.54
201-55641-00-0000	BOATHOUSE MAINTENANCE	.00	6,281.51	1,000.00	(5,281.51)	628.15
201-55647-00-0000	DOCK MAINTENANCE	.00	16,797.64	15,000.00	(1,797.64)	111.98
201-55675-00-0000	EQUIPMENT RENTAL	.00	.00	150.00	150.00	.00
	MAINTENANCE	.00	24,654.45	21,900.00	(2,754.45)	112.58

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

MARINA FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
201-55701-00-0000	VEHICLE MAINTENANCE	.00	.00	100.00	100.00	.00
201-55705-00-0000	EQUIPMENT MAINTENANCE	.00	151.03	450.00	298.97	33.56
201-55710-00-0000	GAS/OIL/FLUIDS	.00	394.24	400.00	5.76	98.56
	VEHICLES AND EQUIPMENT	.00	545.27	950.00	404.73	57.40
201-55910-00-0000	BAD DEBT EXP	.00	506.40	.00	(506.40)	.00
201-55930-00-0000	BANK FEES & FINANCE CHARGES	.00	157.65	50.00	(107.65)	315.30
201-55950-00-0000	MISC OTHER EXP	.00	.00	100.00	100.00	.00
201-55971-00-0000	DEPRECIATION EXPENSE	.00	200,000.04	200,000.00	(.04)	100.00
201-55986-00-0000	INTEREST ON LONG-TERM DEBT	.00	90,810.01	90,810.00	(.01)	100.00
201-55992-00-0000	MARINA PILOT TRANSFER	.00	126,356.04	126,356.00	(.04)	100.00
	MISCELLANEOUS	.00	417,830.14	417,316.00	(514.14)	100.12
	TOTAL MARINA EXP	.00	678,352.05	676,678.00	(1,674.05)	100.25
	TOTAL FUND EXPENDITURES	.00	678,352.05	676,678.00	(1,674.05)	100.25
	NET REVENUES OVER EXPENDITURES	.00	(37,774.16)	(97,503.00)	63,076.94	(38.74)

VILLAGE OF SISTER BAY

REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

ICE RINK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	PUBLIC CHARGES					
205-46751-00-0000	BOARD/BANNER ADVERTISING	.00	5,390.00	3,500.00	1,890.00	154.00
205-46754-00-0000	SKATE RENTAL	.00	2,674.88	7,500.00	(4,825.12)	35.67
205-46755-00-0000	SKATE SHARPENING	.00	103.32	350.00	(246.68)	29.52
205-46761-00-0000	BROOMBALL FEES	.00	2,964.44	3,000.00	(35.56)	98.81
205-46764-00-0000	PRODUCT SALES	.00	31.28	300.00	(268.72)	10.43
205-46765-00-0000	CONCESSIONS	.00	1,561.02	4,500.00	(2,938.98)	34.69
	TOTAL PUBLIC CHARGES	.00	12,724.94	19,150.00	(6,425.06)	66.45
	MISCELLANEOUS REVENUES					
205-48110-00-0000	INTEREST INCOME	.00	17.02	2.00	15.02	851.00
205-48500-00-0000	DONATIONS	.00	.00	500.00	(500.00)	.00
	TOTAL MISCELLANEOUS REVENUES	.00	17.02	502.00	(484.98)	3.39
	OTHER FINANCING SOURCES					
205-49210-00-0000	TRANSFERS FROM GENERAL FUND	.00	.00	5,000.00	(5,000.00)	.00
	TOTAL OTHER FINANCING SOURCES	.00	.00	5,000.00	(5,000.00)	.00
	TOTAL FUND REVENUE	.00	12,741.96	24,652.00	(11,910.04)	51.69

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

ICE RINK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
	ICE RINK EXP					
205-55101-00-0000	WAGES, MANAGER	.00	8,928.13	7,555.00	(1,373.13)	118.18
205-55105-00-0000	WAGES, PART-TIME	.00	3,562.77	9,013.00	5,450.23	39.53
205-55105-25-0000	WAGES, ICE RINK CLERK	.00	146.73	1,373.00	1,226.27	10.69
205-55110-00-0000	OVERTIME	.00	1,785.29	1,200.00	(585.29)	148.77
205-55115-00-0000	RETIREMENT	.00	270.03	685.00	414.97	39.42
205-55120-00-0000	SOCIAL SECURITY	.00	1,094.78	1,464.00	369.22	74.78
205-55125-00-0000	INSURANCE, MEDICAL	.00	489.45	3,388.00	2,898.55	14.45
205-55127-00-0000	HSA EXPENSE	.00	321.75	.00	(321.75)	.00
205-55130-00-0000	INSURANCE, DENTAL	.00	56.56	138.00	81.44	40.99
205-55135-00-0000	INSURANCE, DISABILITY	.00	29.91	109.00	79.09	27.44
205-55140-00-0000	INSURANCE, GROUP LIFE	.00	3.37	30.00	26.63	11.23
205-55145-00-0000	INSURANCE, WORK COMP	.00	1,117.98	244.00	(873.98)	458.19
	PERSONNEL	.00	17,806.75	25,199.00	7,392.25	70.66
205-55370-00-0000	INTERNET	.00	1,079.40	.00	(1,079.40)	.00
	UTILITY COSTS	.00	1,079.40	.00	(1,079.40)	.00
205-55401-00-0000	OFFICE SUPPLIES	.00	22.97	50.00	27.03	45.94
205-55410-00-0000	PRINTING AND COPYING	.00	.00	50.00	50.00	.00
205-55415-00-0000	POSTAGE	.00	122.77	25.00	(97.77)	491.08
205-55430-00-0000	CUSTODIAL SUPPLIES	.00	16.84	50.00	33.16	33.68
205-55434-00-0000	SUPPLIES FOR RESALE	.00	176.94	600.00	423.06	29.49
205-55435-00-0000	FOOD/BEVERAGE FOR RESALE	.00	288.40	2,500.00	2,211.60	11.54
205-55440-00-0000	MEDICAL/SAFETY SUPPLIES	.00	.00	50.00	50.00	.00
205-55460-00-0000	TOOLS/MINOR EQUIPMENT	.00	100.72	200.00	99.28	50.36
205-55470-00-0000	RECREATION EQUIP/SUPPLIES	.00	45.98	1,000.00	954.02	4.60
205-55471-00-0000	BROOMBALL EQUIP/SUPPLIES	.00	426.30	1,000.00	573.70	42.63
205-55475-00-0000	BOARD ADVERTISING SUPPLIES	.00	1,287.13	300.00	(987.13)	429.04
	SUPPLIES	.00	2,488.05	5,825.00	3,336.95	42.71
205-55510-00-0000	PROPERTY/LIABILITY INSURANCE	.00	78.00	.00	(78.00)	.00
205-55525-00-0000	PROPERTY/LIABILITY INSURANCE	.00	273.00	600.00	327.00	45.50
205-55530-00-0000	ADVERTISING	.00	.00	400.00	400.00	.00
205-55561-00-0000	BROOMBALL REF FEES	.00	560.00	800.00	240.00	70.00
205-55567-00-0000	FESTIVAL/EVENT COSTS	.00	65.50	250.00	184.50	26.20
205-55570-00-0000	PERMITS & FEES	.00	.00	3,000.00	3,000.00	.00
	SERVICES	.00	976.50	5,050.00	4,073.50	19.34

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

ICE RINK FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
205-55601-00-0000	OFFICE EQUIPMENT	.00	8.37	50.00	41.63	16.74
205-55640-00-0000	BUILDING (TKH)	.00	18.94	1,200.00	1,181.06	1.58
205-55647-00-0000	ICE RINK MAINTENANCE	.00	61.15	300.00	238.85	20.38
	MAINTENANCE	.00	88.46	1,550.00	1,461.54	5.71
205-55701-00-0000	VEHICLE MAINTENANCE	.00	3.99	100.00	96.01	3.99
205-55710-00-0000	GAS/OIL/FLUIDS	.00	.00	300.00	300.00	.00
	VEHICLES AND EQUIPMENT	.00	3.99	400.00	396.01	1.00
	TOTAL ICE RINK EXP	.00	22,443.15	38,024.00	15,580.85	59.02
	TOTAL FUND EXPENDITURES	.00	22,443.15	38,024.00	15,580.85	59.02
	NET REVENUES OVER EXPENDITURES	.00	(9,701.19)	(13,372.00)	(27,490.89)	(72.55)

VILLAGE OF SISTER BAY

REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

WATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	UTILITY PERMITS & FEES					
600-44611-10-0000	LATERAL INSPECTION - WATER	.00	3,226.63	500.00	2,726.63	645.33
600-44615-10-0000	WELL PERMITS	.00	1,300.00	1,200.00	100.00	108.33
	TOTAL UTILITY PERMITS & FEES	.00	4,526.63	1,700.00	2,826.63	266.27
	PUBLIC CHARGES					
600-46110-10-0000	ASSESSMENT LETTER FEES	.00	3,240.00	2,160.00	1,080.00	150.00
600-46450-10-0000	METERED WATER SALES-MULTIFAM	.00	18,148.16	18,213.00	(64.84)	99.64
600-46451-10-0000	METERED WATER SALES-RESIDENT'L	.00	157,193.87	155,861.00	1,332.87	100.86
600-46452-10-0000	METERED WATER SALES-COMMERCIAL	.00	104,370.14	92,985.00	11,385.14	112.24
600-46453-10-0000	PUBLIC FIRE PROTECTION	.00	45,609.09	47,598.00	(1,988.91)	95.82
600-46454-10-0000	PRIVATE FIRE PROTECT/SPRINKLRS	.00	8,595.93	7,288.00	1,307.93	117.95
600-46455-10-0000	HYDRANT USE -COMMERCIAL/PUBLIC	.00	180.00	100.00	80.00	180.00
600-46456-10-0000	UNMETERED WATER SALES-COMM/PUB	.00	218.97	150.00	68.97	145.98
600-46457-10-0000	WATER SYSTEM MAINTENANCE	.00	859.37	2,000.00	(1,140.63)	42.97
600-46458-10-0000	LATE PAYMENT PENALTIES	.00	583.12	800.00	(216.88)	72.89
600-46459-10-0000	RECONNECT FEES & MISC. - WATER	.00	(679.57)	5,060.00	(5,739.57)	(13.43)
	TOTAL PUBLIC CHARGES	.00	338,319.08	332,215.00	6,104.08	101.84
	INTERGOVERNMENTAL CHARGES					
600-47391-10-0000	SALE OF WATER - LGUD	.00	12,032.24	15,243.00	(3,210.76)	78.94
600-47393-10-0000	PUBLIC FIRE PROTECTION -LGUD	.00	4,173.00	6,288.00	(2,115.00)	66.36
600-47394-10-0000	ADMIN CHARGES - LGUD (W)	.00	5,106.80	8,075.00	(2,968.20)	63.24
600-47396-10-0000	UNMETERED WATER SALES - LGUD	.00	156.09	150.00	6.09	104.06
600-47397-10-0000	WATER SYSTEM MAINT - LGUD	.00	1,115.10	2,200.00	(1,084.90)	50.69
600-47398-10-0000	SURCHARGE: W SYSTEM SERVICE	.00	143.84	220.00	(76.16)	65.38
600-47491-10-0000	METERED WATER SALES - VILLAGE	.00	12,357.14	12,765.00	(407.86)	96.80
600-47493-10-0000	PUBLIC F/P - VILLAGE ACCTS	.00	2,018.40	2,050.00	(31.60)	98.46
600-47494-10-0000	PUBLIC FIRE PROT.-HYDRANT RENT	.00	52,375.00	52,375.00	.00	100.00
600-47495-10-0000	HYDRANT USE - VILLAGE	.00	60.00	.00	60.00	.00
600-47496-10-0000	UNMETERED WATER SALES-VILLAGE	.00	93.55	200.00	(106.45)	46.78
600-47497-10-0000	WATER SYSTEM/HYDRANT MAINT - V	.00	295.53	.00	295.53	.00
	TOTAL INTERGOVERNMENTAL CHARGES	.00	89,926.69	99,566.00	(9,639.31)	90.32

VILLAGE OF SISTER BAY

REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

WATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	OTHER REVENUE					
600-48110-10-0000	INTEREST/DIVIDENDS - WATER	.00	2,623.61	2,800.00	(176.39)	93.70
600-48200-10-0000	RENT FROM WATER DEPT PROPERTY	.00	4,800.00	4,800.00	.00	100.00
600-48952-10-0000	IMPACT FEES - WATER TOWER	.00	43,379.30	46,025.00	(2,645.70)	94.25
600-48953-10-0000	IMPACT FEE-DOWNTOWN WATER MAIN	.00	14,408.90	1,337.00	13,071.90	1,077.70
600-48990-10-0000	OTHER WATER SYSTEM REVENUE	.00	.00	2,000.00	(2,000.00)	.00
600-48995-10-0000	MISC NON-OPERATING REVENUE	.00	4,926.39	.00	4,926.39	.00
	TOTAL OTHER REVENUE	.00	70,138.20	56,962.00	13,176.20	123.13
	TOTAL WATER REVENUE	.00	502,910.60	490,443.00	12,467.60	102.54

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

WATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
600-61101-00-0000	WAGES - FULL TIME	.00	46,803.71	75,762.00	28,958.29	61.78
600-61105-00-0000	WAGES, ADMIN ALLOCATION	.00	13,543.83	8,864.00	(4,679.83)	152.80
600-61105-61-0000	WAGES, CLERK - WATER	.00	6,668.31	13,971.00	7,302.69	47.73
600-61110-00-0000	OVERTIME	.00	5,576.44	4,031.00	(1,545.44)	138.34
600-61112-61-0000	PAID LEAVE - WATER	.00	14,916.71	.00	(14,916.71)	.00
600-61112-61-0930	PAID LEAVE - FIRE/EMT- WATER	.00	386.81	.00	(386.81)	.00
600-61113-61-0620	COMP TIME USED - MISC	.00	2,852.17	.00	(2,852.17)	.00
600-61115-00-0000	RETIREMENT	.00	5,037.62	6,188.00	1,150.38	81.41
600-61115-00-0926	RETIREMENT	.00	675.40	.00	(675.40)	.00
600-61120-00-0000	SOCIAL SECURITY	.00	5,667.04	7,032.00	1,364.96	80.59
600-61120-00-0408	SOCIAL SECURITY	.00	775.37	.00	(775.37)	.00
600-61125-00-0000	INSURANCE, MEDICAL	.00	17,654.39	29,390.00	11,735.61	60.07
600-61125-00-0926	INSURANCE, MEDICAL	.00	1,998.90	.00	(1,998.90)	.00
600-61127-00-0000	HSA EXPENSE WATER	.00	9,456.99	.00	(9,456.99)	.00
600-61130-00-0000	INSURANCE, DENTAL	.00	1,532.15	1,729.00	196.85	88.61
600-61130-00-0926	INSURANCE, DENTAL	.00	193.83	.00	(193.83)	.00
600-61135-00-0000	INSURANCE, DISABILITY	.00	377.58	757.00	379.42	49.88
600-61135-00-0926	INSURANCE, DISABILITY	.00	85.23	.00	(85.23)	.00
600-61140-00-0000	INSURANCE, GROUP LIFE	.00	288.71	329.00	40.29	87.75
600-61140-00-0926	INSURANCE, GROUP LIFE	.00	20.52	.00	(20.52)	.00
600-61145-00-0000	INSURANCE, WORK COMP	.00	.00	6,123.00	6,123.00	.00
600-61145-00-0925	INSURANCE, WORK COMP	.00	3,748.45	.00	(3,748.45)	.00
600-61190-00-0000	BENEFIT FEES AND PENALTIES	.00	.00	200.00	200.00	.00
600-61190-00-0926	BENEFIT FEES AND PENALTIES	.00	32.14	.00	(32.14)	.00
600-61191-00-0000	VILLAGE CLERK REIMBURSEMENT	.00	.00	(643.00)	(643.00)	.00
600-61193-00-0000	TKH CLERK REIMBURSEMENT	.00	.00	(494.00)	(494.00)	.00
	PERSONNEL	.00	138,292.30	153,239.00	14,946.70	90.25
600-61201-00-0000	TRAVEL/TRAINING - WATER SYSTEM	.00	178.00	2,500.00	2,322.00	7.12
600-61201-00-0921	TRAINING/TRAVEL - OFFICE EXP	.00	79.63	.00	(79.63)	.00
600-61201-00-0930	TRAINING/TRAVEL - ADMIN MISC	.00	2,824.63	.00	(2,824.63)	.00
600-61205-00-0930	RECRUITMENT/TESTING/PHYSICALS	.00	272.88	.00	(272.88)	.00
600-61210-00-0000	EXPENSE ALLOWANCE/MEALS	.00	.00	100.00	100.00	.00
600-61210-00-0930	MEALS - ADMIN MISC GEN	.00	21.87	.00	(21.87)	.00
600-61215-00-0903	UNIFORMS & CLOTHING	.00	535.59	803.00	267.41	66.70
	INDIRECT EMPLOYEE	.00	3,912.60	3,403.00	(509.60)	114.98
600-61310-00-0622	ELECTRIC POWER	.00	19,117.18	26,067.00	6,949.82	73.34
600-61315-00-0622	FUEL FOR PUMPING	.00	708.82	1,300.00	591.18	54.52
600-61360-00-0921	TELEPHONES	.00	1,526.53	1,100.00	(426.53)	138.78
600-61365-00-0921	CELLPHONES	.00	977.36	600.00	(377.36)	162.89
600-61370-00-0921	INTERNET	.00	503.76	550.00	46.24	91.59
600-61375-00-0921	TELEMETRY	.00	367.87	800.00	432.13	45.98
	UTILITY COSTS	.00	23,201.52	30,417.00	7,215.48	76.28

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

WATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
600-61401-00-0921	OFFICE SUPPLIES & EXP.	.00	741.60	800.00	58.40	92.70
600-61405-00-0921	COMPUTER HARDWARE/SOFTWARE	.00	26.58	200.00	173.42	13.29
600-61410-00-0921	PRINTING & COPYING	.00	847.49	1,500.00	652.51	56.50
600-61415-00-0921	POSTAGE & SHIPPING	.00	1,422.39	2,000.00	577.61	71.12
600-61420-00-0930	DUES & PUBLICATIONS	.00	859.00	1,000.00	141.00	85.90
600-61425-00-0921	MAPS	.00	3.00	10.00	7.00	30.00
600-61430-00-0921	CUSTODIAL SUPPLIES	.00	46.02	100.00	53.98	46.02
600-61440-00-0000	MEDICAL/SAFETY SUPPLIES	.00	.00	500.00	500.00	.00
600-61440-00-0602	MED/SAFETY - WELLS	.00	386.40	.00	(386.40)	.00
600-61440-00-0623	MED/SAFETY - PUMPING	.00	140.10	.00	(140.10)	.00
600-61440-00-0632	MED/SAFETY - TREATMENT	.00	89.95	.00	(89.95)	.00
600-61440-00-0930	MED/SAFETY - GENERAL	.00	71.28	.00	(71.28)	.00
600-61451-00-0653	METER PARTS & SUPPLIES	.00	410.91	1,000.00	589.09	41.09
600-61452-00-0652	DISTRIBUTION PARTS - W SYSTEM	.00	5,256.51	3,500.00	(1,756.51)	150.19
600-61455-00-0654	HYDRANT PARTS & SUPPLIES	.00	1,962.96	350.00	(1,612.96)	560.85
600-61460-00-0000	TOOLS/MINOR EQUIPMENT	.00	.00	4,500.00	4,500.00	.00
600-61460-00-0641	TOOLS/MINOR EQUIP - T&D	.00	852.39	.00	(852.39)	.00
600-61460-00-0653	TOOLS/MINOR EQUIP - METERS	.00	59.89	.00	(59.89)	.00
600-61460-00-0930	TOOLS/MINOR EQUIP - MISC GEN	.00	1,248.94	.00	(1,248.94)	.00
600-61465-00-0000	CHEMICALS	.00	(300.00)	.00	300.00	.00
600-61465-00-0631	CHEMICALS	.00	1,330.96	2,000.00	669.04	66.55
600-61490-00-0000	MISC SYSTEM OPERATING SUPPLIES	.00	.00	500.00	500.00	.00
600-61490-00-0623	MISC OP. SUPPLIES - WELLS	.00	264.67	.00	(264.67)	.00
600-61495-00-0000	MISC. OTHER SUPPLIES	.00	.00	500.00	500.00	.00
600-61495-00-0651	MISC. OTHER SUP. - MAINS	.00	5.28	.00	(5.28)	.00
600-61495-00-0652	MISC. OTHER SUP. - SERVICES	.00	43.18	.00	(43.18)	.00
600-61495-00-0653	MISC. OTHER SUP. - METERS	.00	918.65	.00	(918.65)	.00
600-61495-00-0654	MISC. OTHER SUP. - HYDRANTS	.00	432.86	.00	(432.86)	.00
600-61495-00-0655	MISC. OTHER SUP. - OTHER PLANT	.00	7.98	.00	(7.98)	.00
	SUPPLIES	.00	17,128.99	18,460.00	1,331.01	92.79
600-61501-00-0923	AUDIT	.00	3,757.50	4,000.00	242.50	93.94
600-61502-00-0923	ACCOUNTING/SOFTWARE SUPPORT	.00	11,420.99	4,000.00	(7,420.99)	285.52
600-61504-00-0921	INFORMATION TECHNOLOGY	.00	1,190.96	500.00	(690.96)	238.19
600-61507-00-0630	TESTING	.00	219.45	3,500.00	3,280.55	6.27
600-61508-00-0602	CROSS CONNECTION INSPECTIONS	.00	2,730.00	.00	(2,730.00)	.00
600-61509-00-0923	LOCATING	.00	1,267.99	800.00	(467.99)	158.50
600-61510-00-0923	CONSULTING	.00	1,773.00	500.00	(1,273.00)	354.60
600-61512-00-0923	LAUNDRY SERVICE	.00	6.90	.00	(6.90)	.00
600-61515-00-0923	LEGAL SERVICES - WATER	.00	218.40	2,000.00	1,781.60	10.92
600-61525-00-0924	PROPERTY INSURANCE	.00	3,246.93	3,500.00	253.07	92.77
600-61525-00-0925	LIABILITY INSURANCE	.00	1,748.64	.00	(1,748.64)	.00
600-61530-00-0921	LEGAL NOTICES & ADS	.00	798.36	500.00	(298.36)	159.67
600-61542-00-0930	IMPACT FEE REFUNDS	.00	5,306.19	.00	(5,306.19)	.00
600-61554-00-0600	LAWN MAINTENANCE - WELLS	.00	2,064.60	1,500.00	(564.60)	137.64
600-61595-00-0923	MISC. OTHER SERVICES	.00	1,430.57	150.00	(1,280.57)	953.71
	SERVICES	.00	37,180.48	20,950.00	(16,230.48)	177.47

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

WATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
600-61601-00-0921	OFFICE EQUIPMENT - OFFICE EXP	.00	257.15	100.00	(157.15)	257.15
600-61601-00-0935	OFFICE EQUIPMENT	.00	37.00	.00	(37.00)	.00
600-61605-00-0935	COMPUTER MAINTENANCE	.00	.00	175.00	175.00	.00
600-61610-00-0000	WATER PLANT (WELLS & STORAGE)	.00	29.56	15,000.00	14,970.44	.20
600-61610-00-0623	WATER PLANT - PUMPING OP.	.00	223.95	.00	(223.95)	.00
600-61610-00-0625	WATER PLANT - PUMPING MAINT	.00	1,255.36	.00	(1,255.36)	.00
600-61610-00-0635	WATER PLANT - TREATMENT MAINT	.00	398.08	.00	(398.08)	.00
600-61610-00-0935	WATER PLANT - FACILITY MAINT	.00	21.96	.00	(21.96)	.00
600-61615-00-0000	DISTRIBUTION SYSTEM MAINT.	.00	.00	10,000.00	10,000.00	.00
600-61615-00-0650	DISTRIBUTION MAINT - STORAGE	.00	19.70	.00	(19.70)	.00
600-61615-00-0651	DISTRIBUTION MAINT - MAINS	.00	40.00	.00	(40.00)	.00
600-61615-00-0652	DISTRIBUTION MAINT - SERVICES	.00	4.02	.00	(4.02)	.00
600-61615-00-0653	DISTRIBUTION MAINT - METERS	.00	140.63	.00	(140.63)	.00
600-61615-00-0655	DISTRIBUTION MAINT - OTHER	.00	2,683.41	.00	(2,683.41)	.00
600-61650-00-0654	HYDRANT MAINTENANCE	.00	2,843.00	100.00	(2,743.00)	2,843.00
	MAINTENANCE	.00	7,953.82	25,375.00	17,421.18	31.35
600-61701-00-0933	VEHICLE MAINTENANCE	.00	1,178.60	1,250.00	71.40	94.29
600-61705-00-0000	EQUIPMENT MAINTENANCE	.00	47.93	300.00	252.07	15.98
600-61705-00-0632	EQUIP MAINT - TREATMENT	.00	8.99	.00	(8.99)	.00
600-61705-00-0933	EQUIP MAINT - PLOWING	.00	150.82	.00	(150.82)	.00
600-61710-00-0933	VEHICLE GAS/OIL/FLUIDS	.00	1,098.24	2,500.00	1,401.76	43.93
600-61715-00-0000	EQUIPMENT GAS/OIL/FLUIDS	.00	.00	800.00	800.00	.00
600-61715-00-0602	EQUIP GAS/OIL - SOURCE OF SUP.	.00	182.65	.00	(182.65)	.00
600-61715-00-0623	EQUIP GAS/OIL - PUMPING	.00	389.62	.00	(389.62)	.00
	VEHICLES AND EQUIPMENT	.00	3,056.85	4,850.00	1,793.15	63.03
600-61905-00-0408	TAXES - WATER	.00	.00	400.00	400.00	.00
600-61930-00-0921	BANK FEES & FINANCE CHARGES	.00	709.00	200.00	(509.00)	354.50
600-61971-00-0403	DEPRECIATION EXP -WATER SYSTEM	.00	102,768.96	102,769.00	.04	100.00
600-61986-00-0427	INTEREST ON LONG-TERM DEBT - W	.00	6,219.20	8,619.00	2,399.80	72.16
600-61991-00-0408	PAYMENT IN LIEU OF TAXES	.00	41,723.04	41,723.00	(.04)	100.00
	MISCELLANEOUS	.00	151,420.20	153,711.00	2,290.80	98.51
	TOTAL WATER EXPENDITURES	.00	382,146.76	410,405.00	28,258.24	93.11
	NET REVENUES OVER EXPENDITURES	.00	120,763.84	80,038.00	(15,790.64)	150.88

VILLAGE OF SISTER BAY

REVENUES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT	VARIANCE	% OF BUDGET
	PUBLIC CHARGES					
600-46410-20-0000	SEWER SERVICE - MULTI FAMILY	.00	35,939.21	37,140.00	(1,200.79)	96.77
600-46411-20-0000	SEWER SERVICE - RESIDENTIAL	.00	260,798.17	230,693.00	30,105.17	113.05
600-46412-20-0000	SEWER SERVICE - COMMERCIAL	.00	158,832.79	139,032.00	19,800.79	114.24
600-46418-20-0000	LATE PAYMENT FEES	.00	821.78	1,000.00	(178.22)	82.18
600-46436-20-0000	SEPTIC & HOLDING - SISTER BAY	.00	4,695.02	3,443.00	1,252.02	136.36
600-46437-20-0000	SEPTIC & HOLDING-LIBERTY GROVE	.00	86,752.70	86,623.00	129.70	100.15
600-46438-20-0000	SEPTIC & HOLDING - OTHER AREAS	.00	12,820.02	2,171.00	10,649.02	590.51
	TOTAL PUBLIC CHARGES	.00	560,659.69	500,102.00	60,557.69	112.11
	INTERGOVERNMENTAL CHARGES					
600-47391-20-0000	FIXED SEWER METER CHARGES-LGUD	.00	36,052.06	44,506.00	(8,453.94)	81.00
600-47392-20-0000	MEASURED SEWER SERVICE - LGUD	.00	12,339.36	13,812.00	(1,472.64)	89.34
600-47394-20-0000	ADMIN CHARGES - LGUD (WW)	.00	3,891.79	6,455.00	(2,563.21)	60.29
600-47396-20-0000	UNMETERED WASTEWATER - LGUD	.00	152.22	125.00	27.22	121.78
600-47491-20-0000	SEWER SERVICE - VILLAGE (WW)	.00	8,869.59	8,909.00	(39.41)	99.56
	TOTAL INTERGOVERNMENTAL CHARGES	.00	61,305.02	73,807.00	(12,501.98)	83.06
	OTHER REVENUE					
600-48110-20-0000	INTEREST/DIVIDENDS - WW	.00	13,680.98	8,075.00	5,605.98	169.42
600-48200-20-0000	RENT FROM WW DEPT PROPERTY	.00	1,080.00	1,080.00	.00	100.00
600-48951-20-0000	IMPACT FEES - WWTP EXPANSION	.00	27,291.96	2,536.00	24,755.96	1,076.18
600-48995-20-0000	MISC OTHER REVENUE	.00	194.95	.00	194.95	.00
	TOTAL OTHER REVENUE	.00	42,247.89	11,691.00	30,556.89	361.37
	TOTAL WASTEWATER REVENUE	.00	664,212.60	585,600.00	78,612.60	113.42

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
600-62101-00-0000	WAGES - FULL TIME	.00	117,705.80	111,538.00	(6,167.80)	105.53
600-62105-00-0000	WAGES, ADMIN - WW	.00	29,961.71	33,618.00	3,656.29	89.12
600-62110-00-0000	OVERTIME	.00	5,972.80	5,934.00	(38.80)	100.65
600-62112-62-0000	PAID LEAVE - JOINT WWTP	.00	21,523.94	.00	(21,523.94)	.00
600-62113-62-0000	COMP TIME USED	.00	2,852.17	.00	(2,852.17)	.00
600-62115-00-0000	RETIREMENT	.00	11,342.54	9,111.00	(2,231.54)	124.49
600-62120-00-0000	SOCIAL SECURITY	.00	12,566.31	10,353.00	(2,213.31)	121.38
600-62125-00-0000	INSURANCE, MEDICAL	.00	39,437.36	43,269.00	3,831.64	91.14
600-62127-00-0000	HSA EXPENSE WWTP	.00	18,309.89	.00	(18,309.89)	.00
600-62130-00-0000	INSURANCE, DENTAL	.00	3,421.63	2,546.00	(875.63)	134.39
600-62135-00-0000	INSURANCE, DISABILITY	.00	1,082.05	1,115.00	32.95	97.04
600-62140-00-0000	INSURANCE, GROUP LIFE	.00	686.48	485.00	(201.48)	141.54
600-62145-00-0000	INSURANCE, WORK COMP	.00	8,974.50	9,015.00	40.50	99.55
600-62190-00-0000	BENEFIT FEES AND PENALTIES	.00	47.32	250.00	202.68	18.93
600-62191-00-0000	VILLAGE CLERK REIMBURSEMENT	.00	.00	(946.00)	(946.00)	.00
600-62193-00-0000	TKH CLERK REIMBURSEMENT	.00	.00	(728.00)	(728.00)	.00
	PERSONNEL	.00	273,884.50	225,560.00	(48,324.50)	121.42
600-62201-00-0000	TRAVEL/TRAINING - WASTEWATER	.00	2,453.34	2,500.00	46.66	98.13
600-62205-00-0000	RECRUITMENT/TESTING/ PHYSICALS	.00	401.75	.00	(401.75)	.00
600-62210-00-0000	EXPENSE ALLOWANCE/MEALS	.00	.00	100.00	100.00	.00
600-62215-00-0000	UNIFORMS & CLOTHING	.00	918.44	1,000.00	81.56	91.84
	INDIRECT EMPLOYEE	.00	3,773.53	3,600.00	(173.53)	104.82
600-62320-00-0000	ELECTRIC POWER	.00	52,977.57	63,786.00	10,808.43	83.06
600-62325-00-0000	FUEL	.00	4,292.51	12,500.00	8,207.49	34.34
600-62360-00-0000	TELEPHONES	.00	1,455.49	1,275.00	(180.49)	114.16
600-62365-00-0000	CELLPHONES	.00	1,438.88	875.00	(563.88)	164.44
600-62370-00-0000	INTERNET	.00	748.56	800.00	51.44	93.57
600-62375-00-0000	TELEMETRY	.00	1,692.68	775.00	(917.68)	218.41
	UTILITY COSTS	.00	62,605.69	80,011.00	17,405.31	78.25

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
600-62401-00-0000	OFFICE SUPPLIES & EXP.	.00	1,241.55	2,003.00	761.45	61.98
600-62405-00-0000	COMPUTER HARDWARE/SOFTWARE	.00	39.14	100.00	60.86	39.14
600-62410-00-0000	PRINTING & COPYING	.00	1,389.82	1,500.00	110.18	92.65
600-62415-00-0000	POSTAGE & SHIPPING	.00	1,554.43	1,650.00	95.57	94.21
600-62420-00-0000	DUES & PUBLICATIONS	.00	1,381.23	2,000.00	618.77	69.06
600-62430-00-0000	CUSTODIAL SUPPLIES	.00	350.68	300.00	(50.68)	116.89
600-62440-00-0000	MEDICAL/SAFETY SUPPLIES	.00	1,205.62	750.00	(455.62)	160.75
600-62460-00-0000	TOOLS/MINOR EQUIPMENT	.00	734.92	2,000.00	1,265.08	36.75
600-62461-00-0000	SLUDGE TREATMENT SUPPLIES	.00	3,271.04	5,500.00	2,228.96	59.47
600-62465-00-0000	CHEMICALS	.00	14,622.12	18,000.00	3,377.88	81.23
600-62470-00-0000	LAB SUPPLIES - WWTP	.00	3,569.54	10,000.00	6,430.46	35.70
600-62490-00-0000	MISC. PLANT OPERATING SUPPLIES	.00	792.00	500.00	(292.00)	158.40
600-62495-00-0000	MISC. OTHER SUPPLIES	.00	332.99	500.00	167.01	66.60
	SUPPLIES	.00	30,485.08	44,803.00	14,317.92	68.04
600-62501-00-0000	AUDIT	.00	5,531.88	5,500.00	(31.88)	100.58
600-62502-00-0000	ACCOUNTING/SOFTWARE SUPPORT	.00	13,829.89	2,750.00	(11,079.89)	502.91
600-62504-00-0000	INFORMATION TECHNOLOGY	.00	2,003.39	500.00	(1,503.39)	400.68
600-62507-00-0000	TESTING	.00	1,359.45	2,000.00	640.55	67.97
600-62510-00-0000	CONSULTING	.00	2,610.25	2,500.00	(110.25)	104.41
600-62511-00-0000	BUILDING CLEANING	.00	203.77	.00	(203.77)	.00
600-62512-00-0000	LAUNDRY SERVICE	.00	510.48	1,800.00	1,289.52	28.36
600-62515-00-0000	LEGAL SERVICES	.00	331.69	2,000.00	1,668.31	16.58
600-62525-00-0000	PROPERTY/LIABILITY INS.	.00	12,157.14	9,000.00	(3,157.14)	135.08
600-62551-00-0000	RUBBISH DISPOSAL	.00	2,938.91	2,500.00	(438.91)	117.56
600-62554-00-0000	LAWN MAINTENANCE	.00	3,317.01	3,000.00	(317.01)	110.57
600-62561-00-0000	SLUDGE HAULING & PROCESSING	.00	25,590.64	30,500.00	4,909.36	83.90
600-62595-00-0000	MISC. OTHER SERVICES	.00	70.75	300.00	229.25	23.58
	SERVICES	.00	70,455.25	62,350.00	(8,105.25)	113.00
600-62601-00-0000	OFFICE EQUIPMENT	.00	373.78	200.00	(173.78)	186.89
600-62605-00-0000	COMPUTER MAINTENANCE	.00	.00	250.00	250.00	.00
600-62620-00-0000	WWTP- BLDG & STRUCTURES MAINT.	.00	829.21	33,870.00	33,040.79	2.45
600-62624-00-0000	WWTP- LAB EQUIPMENT MAINT.	.00	1,293.33	500.00	(793.33)	258.67
600-62625-00-0000	WWTP- FIXED EQUIPMENT MAINT.	.00	30,303.19	50,000.00	19,696.81	60.61
600-62630-00-0000	MAIN LIFT STATION/FORCE MAIN	.00	5,566.72	10,000.00	4,433.28	55.67
600-62675-00-0000	EQUIPMENT RENTAL	.00	.00	200.00	200.00	.00
	MAINTENANCE	.00	38,366.23	95,020.00	56,653.77	40.38
600-62701-00-0000	VEHICLE MAINTENANCE	.00	1,553.30	2,000.00	446.70	77.67
600-62705-00-0000	EQUIPMENT MAINTENANCE	.00	1,974.93	500.00	(1,474.93)	394.99
600-62710-00-0000	VEHICLE GAS/OIL/FLUIDS	.00	1,618.71	4,000.00	2,381.29	40.47
600-62715-00-0000	EQUIPMENT GAS/OIL/FLUIDS	.00	508.83	1,750.00	1,241.17	29.08
	VEHICLES AND EQUIPMENT	.00	5,655.77	8,250.00	2,594.23	68.55

VILLAGE OF SISTER BAY

EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 12 MONTHS ENDING DECEMBER 31, 2016

WASTEWATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET AMOUNT		% OF BUDGET
600-62930-00-0000	BANK FEES & FINANCE CHARGES	.00	975.60	250.00	(725.60)	390.24
600-62971-00-0000	DEPRECIATION EXP - WWTP	.00	263,105.04	263,105.00	(.04)	100.00
600-62975-00-0000	OTHER NON-OPERATING EXP - WW	.00	.00	2,000.00	2,000.00	.00
600-62986-00-0000	INTEREST ON LONG-TERM DEBT-WW	.00	9,234.85	19,037.00	9,802.15	48.51
	MISCELLANEOUS	.00	273,315.49	284,392.00	11,076.51	96.11
	TOTAL WASTEWATER EXPENDITURES	.00	758,541.54	803,986.00	45,444.46	94.35
	NET REVENUES OVER EXPENDITURES	.00	(94,328.94)	(218,386.00)	33,168.14	(43.19)

Village of Sister Bay
Board Report

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

Meeting Date: 1/17/2017
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		$ 101,204.76	
Bank fees & bills paid electronically		15,005.64	
Village Total			*$ 116,210.40*
Marina bills prepaid		$ 11,923.49	
Marina sales tax		577.88	
Marina credit card fees		107.34	
Marina Total			*$ 12,608.71*
Ice Rink Fund bills		$ 533.21	
Ice Rink Sales Tax		-	
Minor Funds Total			*$ 533.21*
Debt Service	Village	$ -	
	Marina	-	
	Utilities	-	
Debt Service Total			*$ -*
CIP/TIF bills prepaid		$ 12,223.36	
CIP/TIF Bank fees paid electronically		-	
CIP/TIF total			*$ 12,223.36*
Utility bills prepaid		$ 15,375.62	
Bank fees & bills paid electronically		91.51	
Utility total			*$ 15,467.13*
Net payroll:	12/30, 1/6	$ 24,678.47	
State taxes paid online in Dec		2,760.02	
Retirement paid online in Dec		6,487.40	
Payroll/taxes total			*$ 33,925.89*
TOTAL ALL BILLS			**$ 190,968.70**

Fiscal Impact: As above

Respectfully submitted,

Tasha M. Rass

Tasha M. Rass
Village Finance Director

Report Criteria:
Detail report.
Invoice detail records above $0 included.
Only paid invoices included.
Invoice Detail.Input date = 12/24/2016-01/12/2017

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
61633									
61633	PINKERT LAW FIRM LLP	121	Garot	11/30/2016	265.00	265.00	12/30/2016		100
61633	PINKERT LAW FIRM LLP	121	Boathouse/Daubner	11/30/2016	477.00	477.00	12/30/2016		100
61633	PINKERT LAW FIRM LLP	121	Jaco Management	11/30/2016	2,207.56	2,207.56	12/30/2016		100
61633	PINKERT LAW FIRM LLP	121	Al Johnson's	11/30/2016	106.00	106.00	12/30/2016		100
71930									
71930	SISTER BAY/LIBERTY GRO	704R	Refund for double charge	12/31/2016	388.59	388.59	01/05/2017		100
20007									
20007	DELTA DENTAL OF WIS	979370	Dental insurance - January	12/28/2016	1,224.21	1,224.21	12/30/2016		100
71938									
71938	STANDARD INSURANCE C	117	Long term disability	12/19/2016	349.58	349.58	12/30/2016		100
72059									
72059	UNITED HEALTH CARE	C0042388117	Health Insurance - Jan	12/19/2016	16,378.71	16,378.71	12/30/2016		100
71920									
71920	SISTER BAY ADVANCEMEN	SBAA-2017	2017 Membership	12/01/2016	225.00	225.00	12/30/2016		100
20512									
20512	EFTPS - ONLINE 941 PAYM	PR1230160	PRINT PAPER CHECK TO UPDA	12/30/2016	28.50	28.50	12/30/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1231160	PRINT PAPER CHECK TO UPDA	01/06/2017	2,433.86	2,433.86	01/06/2017		100
20512	EFTPS - ONLINE 941 PAYM	PR1230160	PRINT PAPER CHECK TO UPDA	12/30/2016	460.04	460.04	12/30/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1230160	PRINT PAPER CHECK TO UPDA	12/30/2016	460.04	460.04	12/30/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1230160	PRINT PAPER CHECK TO UPDA	12/30/2016	107.59	107.59	12/30/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1230160	PRINT PAPER CHECK TO UPDA	12/30/2016	107.59	107.59	12/30/2016		100
20512	EFTPS - ONLINE 941 PAYM	PR1231160	PRINT PAPER CHECK TO UPDA	01/06/2017	1,639.74	1,639.74	01/06/2017		100
20512	EFTPS - ONLINE 941 PAYM	PR1231160	PRINT PAPER CHECK TO UPDA	01/06/2017	1,636.60	1,636.60	01/06/2017		100
20512	EFTPS - ONLINE 941 PAYM	PR1231160	PRINT PAPER CHECK TO UPDA	01/06/2017	383.49	383.49	01/06/2017		100
20512	EFTPS - ONLINE 941 PAYM	PR1231160	PRINT PAPER CHECK TO UPDA	01/06/2017	382.76	382.76	01/06/2017		100
20512	EFTPS - ONLINE 941 PAYM	PR1231160	PRINT PAPER CHECK TO UPDA	01/11/2017	.73	.73	01/06/2017		100
20512	EFTPS - ONLINE 941 PAYM	PR1231160	PRINT PAPER CHECK TO UPDA	01/11/2017	3.14	3.14	01/06/2017		100
30751									
30751	GREAT-WEST	PR1231160	Great West Deferred Comp. DEF	01/06/2017	964.22	964.22	01/06/2017		100
30751	GREAT-WEST	PR1231160	Great West Deferred Comp. EMP	01/06/2017	170.78	170.78	01/06/2017		100
72059									
72059	UNITED HEALTH CARE	C0042388117	Health Insurance - Dec adj	12/19/2016	389.48-	389.48-	12/30/2016		100
20007									
20007	DELTA DENTAL OF WIS	979371	Dental insurance	12/27/2016	37.20	37.20	12/30/2016		100
71938									
71938	STANDARD INSURANCE C	117	Adj. To LTD Ins. Prem. For Nov	12/19/2016	22.00-	22.00-	12/30/2016		100
20505									
20505	EMPLOYEE BENEFITS COR	1702784	Dependent Care - FSA	12/09/2016	499.98	499.98	01/05/2017		100
31809									
31809	HSABANK	1216	HSA contribution	12/28/2016	1,033.16	1,033.16	12/30/2016		100
31809	HSABANK	JAN17	Employer HSA contribution	01/01/2017	25,115.25	25,115.25	01/05/2017		100
12225									
12225	NATHAN BELL	QTR 4-16	4th Qtr. Mileage Reimbursement	12/27/2016	45.36	45.36	12/30/2016		100
82350									
82350	WI PUBLIC SERVICE	DEC 16	Admin Bldg	12/23/2016	518.79	518.79	01/05/2017		100
61640									
61640	QUALITY STATE OIL	935305	Fuel Oil - Village Hall	12/16/2016	624.46	624.46	12/30/2016		100
82350									
82350	WI PUBLIC SERVICE	DEC 16	Village Hall	12/23/2016	274.10	274.10	01/05/2017		100
82350	WI PUBLIC SERVICE	DEC 16	Fire Station	12/23/2016	799.14	799.14	01/05/2017		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
14309									
14309	CARDMEMBER SERVICE	DEC16	server replacement battery	12/20/2016	180.92	180.92	01/05/2017		100
41210									
41210	LEAGUE OF WI MUNICIPALI	10479	Membership dues	12/13/2016	1,219.17	1,219.17	01/05/2017		100
61552									
61552	ONE TOUCH POINT	10007020	VILLAGE NEWSLETTER	01/04/2017	326.35	326.35	01/05/2017		100
20452									
20452	DOOR COUNTY IT DEPT	40012962	server virus	01/05/2017	896.83	896.83	01/05/2017		100
20452	DOOR COUNTY IT DEPT	40012962	admin fee	01/05/2017	46.50	46.50	01/05/2017		100
61633									
61633	PINKERT LAW FIRM LLP	121	General legal issues	11/30/2016	450.50	450.50	12/30/2016		100
61633	PINKERT LAW FIRM LLP	121	WWTP Rights	11/30/2016	1,404.50	1,404.50	12/30/2016		100
61633	PINKERT LAW FIRM LLP	121	Quarry	11/30/2016	1,775.50	1,775.50	12/30/2016		100
30756									
30756	MARGE GRUTZMACHER	PLAN COMM 2	Plan Commission compensation	12/30/2016	320.00	320.00	01/05/2017		100
34858									
34858	DON HOWARD	PLAN COMM 2	Plan Commission compensation	12/28/2016	520.00	520.00	12/30/2016		100
41318									
41318	MARY KAY SHUMWAY	PLAN COMM 2	Plan Commission Compensation	12/28/2016	200.00	200.00	12/30/2016		100
71940									
71940	SHANE SOLOMON	PLAN COMM 2	Plan Commission Compensation	12/28/2016	200.00	200.00	12/30/2016		100
20005									
20005	SHARON DOERSCHING	PARKS 2016	Parks Committee compensation	12/28/2016	400.00	400.00	12/30/2016		100
41132									
41132	CHAD KODANKO	PARKING 2016	Parking Committee Compensation	12/28/2016	80.00	80.00	12/30/2016		100
51328									
51328	MILLIGAN, CHRIS	PARKING 2016	Parking Committee Compensation	12/28/2016	80.00	80.00	12/30/2016		100
72058									
72058	UNKEFER, BRIT	PARKING 2016	Parking Committee Compensation	12/28/2016	80.00	80.00	12/30/2016		100
20599									
20599	EVENSON LAUNDRY INC	STMT DEC 16	Entrance mats - Admin Bldg	12/31/2016	28.00	28.00	01/05/2017		100
10001									
10001	A-1 ELEVATOR	10677	Maintenance - VH lift	12/21/2016	127.50	127.50	12/30/2016		100
34850									
34850	HOCKERS EXCAVATING IN	949	post office	12/27/2016	76.52	76.52	01/05/2017		100
20599									
20599	EVENSON LAUNDRY INC	STMT DEC 16	Entrance mats - Fire Station	12/31/2016	72.00	72.00	01/05/2017		100
20465									
20465	DOOR COUNTY COASTAL B	DUES2017	2017 Support	01/01/2017	300.00	300.00	01/05/2017		100
31809									
31809	HSABANK	DEC2016	HSA contribution - Sully	12/30/2016	2,213.00	2,213.00	01/05/2017		100
14309									
14309	CARDMEMBER SERVICE	DEC16	meal expense	12/20/2016	14.00	14.00	01/05/2017		100
14309	CARDMEMBER SERVICE	DEC16	admin lunch with civics trainer	12/20/2016	70.00	70.00	01/05/2017		100
14309	CARDMEMBER SERVICE	DEC16	Employee recognition awards	12/20/2016	550.00	550.00	01/05/2017		100
17501									
17501	CHARTER COMMUNICATIO	8544118DEC1	internet/ adm bldg	12/23/2016	149.99	149.99	01/05/2017		100
41316									
41316	MARCO INC	19838973	General copies	12/12/2016	407.04	407.04	12/30/2016		100
41316	MARCO INC	19838973	32001	12/12/2016	143.38	143.38	12/30/2016		100
61539									
61539	OFFICE DEPOT BUSINESS	5013-11	Toner	12/27/2016	69.82	69.82	12/30/2016		100
61539	OFFICE DEPOT BUSINESS	5013-11	Ink Cartridge	12/27/2016	58.59	58.59	12/30/2016		100
80018									
80018	WI MUNICIPAL CLERKS AS	SUPPANZ	Dues - Janal	01/01/2017	65.00	65.00	01/05/2017		100
61539									
61539	OFFICE DEPOT BUSINESS	5013-11	Misc. Office Supplies - Village	12/27/2016	197.45	197.45	12/30/2016		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
61539	OFFICE DEPOT BUSINESS	5013-11	Misc. Office Supplies - Village	12/27/2016	21.95	21.95	12/30/2016		100
20452									
20452	DOOR COUNTY IT DEPT	40012962	file recovery	01/05/2017	30.38	30.38	01/05/2017		100
20452	DOOR COUNTY IT DEPT	40012962	laptop updates & testing	01/05/2017	201.42	201.42	01/05/2017		100
31809									
31809	HSABANK	DEC2016	HSA contribution - Mann	12/30/2016	3,475.00	3,475.00	01/05/2017		100
31809	HSABANK	DEC2016	HSA contribution - hirschmiller	12/30/2016	2,213.00	2,213.00	01/05/2017		100
41389									
41389	MAREK & ASSOCIATES	10423A	Rain Jacket - Parks	12/03/2016	103.03	103.03	12/30/2016		100
82350									
82350	WI PUBLIC SERVICE	DEC 16	Parks Lights - Henrickson	12/23/2016	100.37	100.37	01/05/2017		100
82350	WI PUBLIC SERVICE	DEC 16	Parks Lights - Waterfront	12/23/2016	35.27	35.27	01/05/2017		100
30701									
30701	FRONTIER	8257014DEC1	Sports Cplx phone	12/25/2016	44.71	44.71	01/05/2017		100
82350									
82350	WI PUBLIC SERVICE	DEC 16	Sports Complex	12/23/2016	531.70	531.70	01/05/2017		100
61640									
61640	QUALITY STATE OIL	935306	Fuel Oil - Old Fire Station	12/16/2016	194.15	194.15	12/30/2016		100
82350									
82350	WI PUBLIC SERVICE	DEC 16	Mainteance build	12/23/2016	193.44	193.44	01/05/2017		100
82350	WI PUBLIC SERVICE	DEC 16	Street Lights	12/23/2016	2,067.70	2,067.70	01/05/2017		100
82350	WI PUBLIC SERVICE	DEC 16	Bike Trail Lights	12/23/2016	149.10	149.10	01/05/2017		100
30609									
30609	FASTENAL	108237	Shop supplies	11/22/2016	49.95	49.95	12/30/2016		100
34850									
34850	HOCKERS EXCAVATING IN	949	memorial benches	12/27/2016	1,051.00	1,051.00	01/05/2017		100
12228									
12228	BLUE TARP FINANCIAL INC	36685499	Tool Chest	12/01/2016	487.99	487.99	12/30/2016		100
12228	BLUE TARP FINANCIAL INC	36794002	Welder	12/12/2016	492.99	492.99	12/30/2016		100
30609									
30609	FASTENAL	WASTU108851	minor equip	12/22/2016	7.88	7.88	01/05/2017		100
71914									
71914	SHOPKO STORES LLC	NOV16	vacuum cleaner	12/01/2016	149.99	149.99	01/05/2017		100
10005									
10005	ACTION ELECTRIC INC	31254	Street light repair	12/01/2016	8.18	8.18	12/30/2016		100
30750									
30750	GOING CO INC	123997 DEC 1	garbage - Village	01/01/2017	6,298.31	6,298.31	01/05/2017		100
30750	GOING CO INC	123997 DEC 1	recycling - Village	01/01/2017	488.88	488.88	01/05/2017		100
30750	GOING CO INC	325803 DEC16	recycling - Firestation	01/01/2017	48.06	48.06	01/05/2017		100
14309									
14309	CARDMEMBER SERVICE	DEC16	Fireworks firing system	12/20/2016	1,314.85	1,314.85	01/05/2017		100
14309	CARDMEMBER SERVICE	DEC16	Fireworks firing system	12/20/2016	173.12	173.12	01/05/2017		100
20474									
20474	DOOR COUNTY DAILY NEW	16120538	NEW YEARS GREETING	12/23/2016	290.16	290.16	01/05/2017		100
41205									
41205	LAMPERT'S LUMBER	STMT DEC16	firework storage	12/25/2016	28.20	28.20	01/05/2017		100
41205	LAMPERT'S LUMBER	STMT DEC16	firework storage	12/25/2016	18.99	18.99	01/05/2017		100
34850									
34850	HOCKERS EXCAVATING IN	949	scoreboard	12/27/2016	283.00	283.00	01/05/2017		100
41205									
41205	LAMPERT'S LUMBER	STMT DEC16	Maintenance - Sports Complex	12/25/2016	55.44	55.44	01/05/2017		100
30609									
30609	FASTENAL	108237	Christmas decorations	11/22/2016	14.31	14.31	12/30/2016		100
30609	FASTENAL	108266	Christmas decorations	11/23/2016	21.58	21.58	12/30/2016		100
41205									
41205	LAMPERT'S LUMBER	STMT DEC16	Christmas	12/25/2016	5.95	5.95	01/05/2017		100
41205	LAMPERT'S LUMBER	STMT DEC16	Christmas	12/25/2016	59.50	59.50	01/05/2017		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
101207									
10120	DOOR COUNTY HARDWAR	101760	Christmas lights	11/30/2016	2,303.04	2,303.04	12/30/2016		100
14309									
14309	CARDMEMBER SERVICE	DEC16	Furnace Maintenance Parks Bldg	12/20/2016	255.00	255.00	01/05/2017		100
99998									
99998	ONE TIME VENDOR	SID HARVEY 1	Furnace maint. parts	12/13/2016	.00	.00			100
41290									
41290	LUNDQUIST PLUMBING INC	21804	Drain info booth	11/30/2016	200.25	200.25	12/30/2016		100
82350									
82350	WI PUBLIC SERVICE	DEC 16	Swale Pump	12/23/2016	44.92	44.92	01/05/2017		100
34850									
34850	HOCKERS EXCAVATING IN	947	garbage can rings	12/27/2016	1,000.00	1,000.00	01/05/2017		100
71925									
71925	SISTER BAY AUTO	75836	F-350 battery	12/27/2016	161.75	161.75	01/05/2017		100
20453									
20453	DOOR COUNTY CO-OP	956780	battery	11/22/2016	99.99	99.99	12/30/2016		100
30757									
30757	GRUETT'S	19849P	brutus water separator	12/27/2016	134.96	134.96	01/05/2017		100
34855									
34855	HORST DIST INC	61669-000	Equipment - filter + element	12/23/2016	2,081.21	2,081.21	01/05/2017		100
71910									
71910	SERVICE MOTOR CO INC	24337	Repair - Kubota	12/05/2016	1,175.64	1,175.64	12/30/2016		100
71925									
71925	SISTER BAY AUTO	75549	ALL FLEET TRACKLESS	12/01/2016	79.20	79.20	01/05/2017		100
71888									
71888	SIMONAR SERVICE INC	115349	TIRES - TRACTOR	12/21/2016	1,300.00	1,300.00	01/05/2017		100
	Total 100:				101,204.76	101,204.76			
82350									
82350	WI PUBLIC SERVICE	DEC 16	Boathouse	12/23/2016	309.62	309.62	01/05/2017		201
101208									
10120	ROLF JOHNSON	94	75% REFUND	12/28/2016	150.73	150.73	12/30/2016		201
10120	ROLF JOHNSON	94	75% REFUND	12/28/2016	2,740.56	2,740.56	12/30/2016		201
82350									
82350	WI PUBLIC SERVICE	DEC 16	Dock	12/23/2016	597.88	597.88	01/05/2017		201
82350	WI PUBLIC SERVICE	DEC 16	J Dock	12/23/2016	253.60	253.60	01/05/2017		201
41316									
41316	MARCO INC	19838973	Marina copies	12/12/2016	2.98	2.98	12/30/2016		201
14309									
14309	CARDMEMBER SERVICE	DEC16	certified mailing	12/20/2016	7.36	7.36	01/05/2017		201
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14760	Financial training	12/21/2016	372.59	372.59	12/30/2016		201
20452									
20452	DOOR COUNTY IT DEPT	40012962	network printing issue	01/05/2017	33.57	33.57	01/05/2017		201
61633									
61633	PINKERT LAW FIRM LLP	121	Confidential legal matter	11/30/2016	2,875.25	2,875.25	12/30/2016		201
72031									
72031	TWEAK SOCIAL MEDIA & M	1960	Graphic Design	12/17/2016	161.85	161.85	12/30/2016		201
41089									
41089	DAN JUNGWIRTH	MARINA 2016	marina committee	12/28/2016	240.00	240.00	12/30/2016		201
71990									
71990	GREG SUNSTROM	MARINA 2016	Marina Committee Compensation	12/28/2016	280.00	280.00	12/30/2016		201
101209									
10120	DWIGHT ANDERSON	MARINA 2016	Marina Committee Compensation	12/28/2016	280.00	280.00	12/30/2016		201
72001									
72001	SUE LUNDQUIST	MF 2016	Marina Fest Committee Compens	12/28/2016	120.00	120.00	12/30/2016		201

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
41290									
41290	LUNDQUIST PLUMBING INC	21804	Drain boathouse	11/30/2016	290.50	290.50	12/30/2016		201
61629									
61629	PORT - A - PIER INC	STMT DEC 16	Dock repair	12/31/2016	3,207.00	3,207.00	01/05/2017		201
Total 201:					11,923.49	11,923.49			
12205									
12205	JOSEPH BALDAROTTA	122716	General supplies	12/27/2016	16.84	16.84	12/30/2016		205
12205	JOSEPH BALDAROTTA	122716	Supplies for resale	12/27/2016	176.94	176.94	12/30/2016		205
12205	JOSEPH BALDAROTTA	122716	Yak tracks	12/27/2016	87.83	87.83	12/30/2016		205
12205	JOSEPH BALDAROTTA	122816	Shovel	12/27/2016	12.89	12.89	12/30/2016		205
12205	JOSEPH BALDAROTTA	122816	Hockey Sticks	12/27/2016	45.98	45.98	12/30/2016		205
14309									
14309	CARDMEMBER SERVICE	DEC16	ice rink banners	12/20/2016	192.73	192.73	01/05/2017		205
Total 205:					533.21	533.21			
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14760	Financial training	12/21/2016	372.61	372.61	12/30/2016		400
34850									
34850	HOCKERS EXCAVATING IN	946	sledding hill - labor and fill	12/27/2016	7,640.00	7,640.00	01/05/2017		400
Total 400:					8,012.61	8,012.61			
61633									
61633	PINKERT LAW FIRM LLP	121	Braun lot redevelopment	11/30/2016	4,094.75	4,094.75	12/30/2016		500
10005									
10005	ACTION ELECTRIC INC	31254	Wire locate	12/01/2016	116.00	116.00	12/30/2016		500
Total 500:					4,210.75	4,210.75			
100221									
10022	CON-TRONIX ENVIRONMEN	1982SB	Lab Equip - Phosphorus testing	12/31/2016	629.40	629.40	01/06/2017		600
100891									
10089	ROBERT E LEE & ASSOC IN	71531	construction observation phase -	12/29/2016	2,137.34	2,137.34	01/06/2017		600
10089	ROBERT E LEE & ASSOC IN	71532	O&M Phase - Grit removal	12/29/2016	1,723.00	1,723.00	01/06/2017		600
100781									
10078	ONE TIME VENDOR	10530 IMPACT	overpayment of impact fees	12/30/2016	29.56	29.56	01/06/2017		600
100696									
10069	MIDWEST WORKWEAR	39578	clothing	12/26/2016	56.03	56.03	12/30/2016		600
101136									
10113	WIS PUBLIC SERVICE	NOV16	electricity - water	12/22/2016	1,325.15	1,325.15	12/30/2016		600
61539									
61539	OFFICE DEPOT BUSINESS	5013-11	Misc. Office Supplies - WATER	12/27/2016	1.04	1.04	12/30/2016		600
41316									
41316	MARCO INC	19838973	Utilities' copies	12/12/2016	53.64	53.64	12/30/2016		600
61539									
61539	OFFICE DEPOT BUSINESS	5013-11	Misc. Office Supplies - WATER to	12/27/2016	30.42	30.42	12/30/2016		600
100841									
10084	US POSTAL SERVICE	BOX 655	PO Box 655 - w	01/01/2017	23.76	23.76	01/06/2017		600
10084	US POSTAL SERVICE	QTR 4	postage w	12/30/2016	144.00	144.00	12/30/2016		600
100836									
10083	POLLARD WATER.COM INC	62209	wrenches- water	12/09/2016	602.82	602.82	12/30/2016		600
14309									
14309	CARDMEMBER SERVICE	DEC16	valve wrenches water system	12/20/2016	602.82	602.82	01/05/2017		600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14760	Financial training	12/21/2016	134.13	134.13	12/30/2016		600
100221									
10022	CON-TRONIX ENVIRONMEN	1982SB	Computer Supoort Allocation W	12/31/2016	90.00	90.00	01/06/2017		600
10022	CON-TRONIX ENVIRONMEN	1982SB	Computer Supoort Allocation W	12/31/2016	72.00-	72.00-	01/06/2017		600
100541									
10054	ITU ABSORB TECH	6711500	Rags - water	12/19/2016	3.45	3.45	12/30/2016		600
100511									
10051	HOCKERS EXCAVATING	948	TORCH CAST IRON COVER	12/27/2016	40.00	40.00	01/06/2017		600
100966									
10096	SISTER BAY AUTO	DEC16	vehicle maintenance	12/25/2016	79.91	79.91	12/30/2016		600
100696									
10069	MIDWEST WORKWEAR	39578	clothing	12/26/2016	82.49	82.49	12/30/2016		600
101136									
10113	WIS PUBLIC SERVICE	NOV16	electricity - wastewater	12/22/2016	4,597.12	4,597.12	12/30/2016		600
61539									
61539	OFFICE DEPOT BUSINESS	5013-11	office supplies - Utilities	12/27/2016	1.53	1.53	12/30/2016		600
41316									
41316	MARCO INC	19838973	Utilities' copies	12/12/2016	79.69	79.69	12/30/2016		600
61539									
61539	OFFICE DEPOT BUSINESS	5013-11	Misc. Office Supplies - toner	12/27/2016	44.79	44.79	12/30/2016		600
14309									
14309	CARDMEMBER SERVICE	DEC16	water testing	12/20/2016	12.90	12.90	01/05/2017		600
100841									
10084	US POSTAL SERVICE	BOX 655	PO Box 655 - WW	01/01/2017	34.98	34.98	01/06/2017		600
10084	US POSTAL SERVICE	QTR 4	postage ww	12/30/2016	212.00	212.00	12/30/2016		600
100731									
10073	NCL OF WISCONSIN INC	382842	lab equipment	12/14/2016	287.19	287.19	12/30/2016		600
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14760	Financial training	12/21/2016	197.47	197.47	12/30/2016		600
100221									
10022	CON-TRONIX ENVIRONMEN	1982SB	Computer Support Allocation WW	12/31/2016	132.50	132.50	01/06/2017		600
10022	CON-TRONIX ENVIRONMEN	1982SB	Computer Support Allocation WW	12/31/2016	106.00-	106.00-	01/06/2017		600
100761									
10076	NORTHERN LAKE SERVICE	307845	WWTP sample testing	12/22/2016	30.00	30.00	12/30/2016		600
100541									
10054	ITU ABSORB TECH	6711500	WWTP laundry service	12/19/2016	67.10	67.10	12/30/2016		600
10054	ITU ABSORB TECH	6711500	Rags - wastewater	12/19/2016	5.08	5.08	12/30/2016		600
100456									
10045	GOING CO INC	128926 DEC	WWTP rubbish disposal	01/01/2017	163.36	163.36	01/06/2017		600
100746									
10074	NORTH WOODS SUPERIOR	145754	chemicals	12/20/2016	67.81	67.81	12/30/2016		600
10074	NORTH WOODS SUPERIOR	145754	frieght	12/20/2016	4.38	4.38	12/30/2016		600
100251									
10025	CUMMINS NPOWER LLC	802-67020	WWTP generator repair	01/03/2017	604.35	604.35	01/06/2017		600
100746									
10074	NORTH WOODS SUPERIOR	145754	mls force main	12/20/2016	474.85	474.85	12/30/2016		600
10074	NORTH WOODS SUPERIOR	145754	FREIGHT FROM INV 133391	12/20/2016	32.13	32.13	12/30/2016		600
100966									
10096	SISTER BAY AUTO	DEC16	vehicle maintenance	12/25/2016	117.65	117.65	12/30/2016		600
100696									
10069	MIDWEST WORKWEAR	39578	clothing	12/26/2016	17.13	17.13	12/30/2016		600
101136									
10113	WIS PUBLIC SERVICE	NOV16	electricity - collection	12/22/2016	427.90	427.90	12/30/2016		600
61539									
61539	OFFICE DEPOT BUSINESS	5013-11	Misc. Office Supplies - collection	12/27/2016	.32	.32	12/30/2016		600

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
41316									
41316	MARCO INC	19838973	Utilities' copies	12/12/2016	19.92	19.92	12/30/2016		600
61539									
61539	OFFICE DEPOT BUSINESS	5013-11	Misc. Office Supplies - toner	12/27/2016	9.30	9.30	12/30/2016		600
100841									
10084	US POSTAL SERVICE	BOX 655	PO Box 655 - C	01/01/2017	7.26	7.26	01/06/2017		600
10084	US POSTAL SERVICE	QTR 4	postage c	12/30/2016	44.00	44.00	12/30/2016		600
17515									
17515	BAKER TILLY VIRCHOW KR	CVC14760	Financial training	12/21/2016	40.98	40.98	12/30/2016		600
100221									
10022	CON-TRONIX ENVIRONMEN	1982SB	Computer Support Allocation C	12/31/2016	27.50	27.50	01/06/2017		600
10022	CON-TRONIX ENVIRONMEN	1982SB	Computer Support Allocation C	12/31/2016	22.00-	22.00-	01/06/2017		600
100541									
10054	ITU ABSORB TECH	6711500	Rags - collection	12/19/2016	1.05	1.05	12/30/2016		600
100966									
10096	SISTER BAY AUTO	DEC16	vehicle maintenance	12/25/2016	24.42	24.42	12/30/2016		600
Total 600:					15,375.62	15,375.62			
Grand Totals:					141,260.44	141,260.44			

Dated: January 12, 2017

Staff: Tasha M. Kass

Report Criteria:
- Detail report.
- Invoice detail records above $0 included.
- Only paid invoices included.
- Invoice Detail.Input date = 12/24/2016-01/12/2017

Village of Sister Bay
BOARD REPORT

Meeting Date: 01/17/17
Item No.: 8

Activities:

Harbor View-
Engineering work is complete for the project. It is my understanding that a first round of bidding has taken place. On speaking with Mr. Gokey, his intention is to manage both the Harbor View and Mill Rd. West projects simultaneously. The hold up is state plan approval on the Mill Rd. West site. Gokey reports that Architect Steve Thomas has had delays in producing finished work product. I would anticipate based on our conversations that Gokey will continue site prep work over winter, and begin foundations and utility work in spring.

Stony Ridge-
The Village closed on a loan with Keith Garot for infrastructure improvements on the Stony Ridge Project on 5/25. The loan was in the amount of $590,000 through the TIF, and was to facilitate development of 24 apartment units (3 buildings), 50 garage units, 13 single family homes, and 2 condo buildings. The loan was secured with primary interest in lots 1,2,3,8,9,10,11,12,13,14,15,16,17,18, and each lot's appurtenant ownership interest in Outlot 1, and a subordinate, secondary security interest on Outlot 2.
Construction is actively under way. On a site inspection, Mr. Schell reported an anomaly on the installa-tion of Utilities on 11/9. At that time, Utilities had not been extended to 6 single family lots, (see attached map, lots 12, 13, 14, 15, 16, and 17) and no road work had been completed (road work was not anticipated to be completed until late spring). I called a meeting with Garot, Nesbitt, Schmidt, Schell, and Guillette on 11/16 to discuss why utility infrastructure was not being installed on the aforementioned lots.

Garot reported that he had done as much work as he could with the Village's loan proceeds, and that he would be responsible for the additional utility infrastructure. This would weaken the Village's security position on 6 single family lots, substantially devaluing them in the event of a default. Through the conversation, staff worked to maintained compliance with the Zoning Code and Development Agreement by compelling to install utility infrastructure now with proceeds from the Village loan, and be compelled to install roadways on monies in addition to the loan.

This does a few things:
1. It strengthen's the Village's security position in the event of a default as utility infrastructure is in place.
2. It allows us to with hold an occupancy permit for the apartments and garage units until such a time that the roadway is completed according to the project plans.
3. Since lots 4, 5, 6, and 7 and Outlot 2 are mortgaged to Bank of Luxemburg, they can be partners in helping us ensure that Mr. Garot fulfills his obligations.

The project is moving ahead, and Mr. Garot will be compelled to complete the roadway according to the project plans before occupancy permits are issued.

There are approximately $45,000 held in escrow by Pinkert to pay the interest only portion of this loan, giving Mr. Garot substantial time to get the project "up and running".

Sister Bay Marketplace-
Utilities installation is actively underway. I have held a sizable portion of the surface improvements so that we don't run the risk of tearing them out again during subsequent construction. Please keep in mind that a reduction in cost now will only result in a transfer in the cost to phase II of the project. We could also look at doing this work "in house" with our concrete mixer and crews, which may save some money. The parking lot is being worked on by the Parking Committee, and a final configuration will need to be arrived at before we can begin phase II.

I am working with WPS on installation of electric conduit to the undeveloped lots, including lot 6. Given the changes in project timelines and closings, this should result in cost savings to both the Village and subsequent developers, and eliminate some of the cross coordination challenges that have arisen. I will report to the Board when I have a final

cost estimate for the work. Any costs incurred by the Village will be reimbursed by developers of the properties, with the exception of Lot 6, which will remain under Village Ownership.

I have attached a financial analysis of the project. Please be mindful that I have expensed several "shared" items completely to the project (the Vandewalle Downtown Redevelopment Plan, and the Visitor's Center for example) so that we have cost captured possible expenses. I have also calculated long term maintenance as an expense for the Parking Lot to the Project. I have calculated some assumptions about Sales which could vary, and also calculated build-out for a 3 year period (which impacts TIF revenue). I would ask that you review the documents and ask questions if you have any. The good news is that the Project, when all said and done, should have a positive asset and

Jaco Management – construction is underway; we have closed on the property and have received $95,000.

JJ Johnson – Architects have completed the architectural renderings, and are working on site plans and associated documents. This development is intended to be 3 mixed use commercial spaces with 3 rental residential units above. Fragrant Isle Lavender Farm has expressed some interest in tenancy in this project and I have put the two in contact with each other.

Stabur – Al Johnsons continues to move forward with Kitchen Expansion, Storage enhancement and Outdoor Bar improvements. We have entered into an amendment to the development agreement to ensure that out Utilities Code is complied with; they are 1 of 4 that are not in compliance with our grease trap ordinance…..the other 3 are "new projects" (Boathouse, Jaco Management, and Macevoy's Culenaria).

DC Ice Cream Factory – Preliminary plans have been approved by the Plan Commission for a restaurant on the Frisoni property in Downtown. Todd has engaged REL to perform Stormwater engineering and other site planning documents which will be further considered by the Plan Commission.

Mill Rd West – Al Gokey has finished clearing and grubbing, and awaits warm weather before beginning the concrete work.

Marina – Recruitment is underway for a new Marina Manager; this will be a closed session item.

Wisconsin Rural Partners- The Village of Sister Bay Marketplace project has been nominated for a Top Rural Development Initiative Award from Wisconsin Rural Partners. The organization is a non-profit chartered to pursue an educational mission dedicated to building collaborative partnerships across the public and private sectors for the benefit of rural Wisconsin. Wisconsin Rural Partners' mission is 'to build networks, leadership and voice for rural Wisconsin." Wisconsin Rural Partners, Inc. is Wisconsin's official, federally-recognized State Rural Development Council in the National Rural Development Partnership.

Respectfully submitted,

Zeke Jackson
Village Administrator

Sister Bay Marketplace Financial Analysis 2016

REVENUES

One Time Revenues

Lot Sales			
Lot 2	$	70,000.00	
Lot 3	$	70,000.00	
Lot 4	$	75,000.00	
Lot 5	$	75,000.00	
Lot 6	$	-	
Lot 8	$	95,000.00	
Lot 9	$	100,000.00	Estimated sale price
Lot 12	$	200,000.00	assuming division into 4 lots at $50,000 each
PILOT Arthur Braun	$	14,348.16	
Building Permits	$	495.00	assumes 1100 sq ft building on each lot, Village share
Utility Impact Fees	$	49,000.00	estimated based on similar developments, at $3500 per development site
DOT Grants	$	220,000.00	
	$	968,843.16	

Ongoing Revenues

TIF Projections			
Year 1	$	18,125.00	development of lots 4, 5, 8 at $1,450,000 in total increment value
Year 2	$	27,500.00	Year 1 plus development on lots 2 and 3 at $750,000 increment value
Year 3	$	49,375.00	Years 1 and 2 plus development on lots 9 and 12 at $1,750,000 in increment value
Year 4-12	$	444,375.00	Total increment value of $3,950,000
Tax Payments			
Year 1	$	7,598.59	
Year 2	$	11,528.89	Year 1 plus development on lots 2 and 3 at $750,000 improvement value
Year 3	$	20,698.71	Year 2 plus development on lots 9 and 12 at improvement value of $1,750,000
Years 4-12	$	186,288.00	$20,698.71 annually

Room Tax Years 4-12	$	13,513.00	7 rental units at 50% occupancy at 500 per week with 5.5% tax only Village's 30%
	$	779,002.19	
Total Revenue	$	1,747,845.35	
EXPENSES			
One Time Expenses			
Purchase of Braun Property	$	825,000.00	
Interest on 10 yr Loan	$	88,800.00	2.6% 10 year loan of $625,000
Loan origination fee	$	500.00	
Engineering	$	23,850.00	
Legal	$	4,500.00	
Water, Sanitary, Storm	$	274,100.00	
Parking	$	175,000.00	
Visitor's Center	$	45,000.00	
	$	1,436,750.00	
Ongoing Expenses			
Legal for lot sales	$	13,500.00	
Marketing Expenses	$	1,200.00	
Site Maintenance (12 years)	$	18,000.00	
Snow Plowing (12 years)	$	18,000.00	
Parking Lot Resurfacing	$	45,000.00	30 year lifespan
	$	95,700.00	
Total Expenses	$	1,532,450.00	
Net	$	215,395.35	cash gain
ASSETS ACQUIRED			
Visitor's Center Lot 6	$	75,000.00	replacement value calc
Parking Lot 10 and 11	$	395,000.00	replacement value calcu
Lot 1 Access	$	8,000.00	Assemblage Value
Interest in lots 13 and 14	$	5,500.00	appportioned value of 11% of $50,000

	$ 483,500.00		
Total Cash plus Asset Value	**$ 698,895.35**	Total value of project over next 19 years, less any intangible values	

Other Intangibles

Goodwill	????	What is the Value of having a Vibrant downtown?
Employment	????	What is the impact of new employment opportunities on the site?
Traffic	????	How will the development impact traffic counts to the Village
SBAA memberships	$ 23,600.00	10 years of membership fees for 8 businesses

MARINA FEST HISTORY
Budget vs Actual

	2014		2015		2016	
	Budget	Actual to date	Budget	Actual to date	Budget	Actual to date
Revenues						
Fireworks donations		3,990.00		12,025.00		21,572.00
Rackcard/poster donations		-		57.00		
Nonprofit fundraising (10%)		1,878.56		3,295.07		
Shep. Of the Bay						173.00
SBLG Library						282.89
ND Children's Center						34.00
SB Lions						92.00
SB Teen Center						65.40
SBLG Firefighters						1,269.92
SB Historical Society						63.90
Snowmobile Club					pay 1/1/17	
Maritime Museum						150.00
Kiwanis						202.01
For-Profit Vendors						-
Cheese Curd Vendor						580.00
Popcorn Guy						450.00
Scenic Boat Tours						365.00
Net Token Proceeds				413.00		
Bouncy House Proceeds				3,300.00		1,820.00
Reimb. For Security Services						1,353.18
Poker Run Entry Fees						70.00
subtotal:	**8,500**	**5,868.56**	**8,500**	**19,199.55**	**17,500**	**28,543.30**
Expenses						
Entertainment:						
After Dark/Replica		3,000.00		3,000.00		3,500.00
Bouncers (Jumping Bean Bouncers)				2,495.07		
River City Six		850.00		850.00		
Shanty Singer		400.00				
Timberwork Lumberjacks				5,900.00		
Viking Ship expenses				27.86		
Waterboard Warriors		3,000.00		3,000.00		3,000.00
Last Man Standing						500.00
Advertising/Printing		493.50		1,799.58		2,140.32
Postage						705.00
Fireworks		5,500.00		9,580.00		5,500.00
Garbage collection		350.00		315.76		295.63
Gift certificates/Prizes		100.00		-		132.94
Lighting/Electrical work		90.00		55.80		272.00
Lodging for Performers				639.36		
Porta Potties		631.00		1,300.00		700.00
SBAA				264.00		
Sheriff's services						1,565.46
Supplies		70.82		430.88		23.00
Tents		2,025.00		1,600.00		1,050.00
Festival Costs	**18,500**	**13,510.32**	**18,500**	**31,258.31**	**25,000**	**19,384.35**
Net Revenues/(Losses)	**(10,000)**	**(7,641.76)**	**(10,000)**	**(12,058.76)**	**(7,500)**	**9,158.95**
Over Budget / (Under Budget)		*(2,358.24)*		*2,058.76*		
Labor (contributed)						
Marina staff		415.08		58.06		0
Village staff		2026.09		4191.23		0.00
Total Labor		**2,441.17**		**4,249.29**		**-**

Village of Sister Bay
FACILITIES MANAGER'S REPORT

Meeting Date: 12/7/16

Activities:

Christmas Decorations:
All the small trees and Christmas decorations have been erected and illuminated. The trees and lights cost approximately $1,800, and it took Parks Department personnel approximately six days to put them up.

Two years ago the LED lights on the big community Christmas tree were already on their "last legs" and I don't believe that we'll be able to use them again next year. A decision should be made soon regarding light replacement options as commercial quality LED lights are quite expensive. Unfortunately Gloria Miessner's supply of trees has been depleted. A request for someone to donate a tree(s) was published in Sven's column in the Advocate, but to date no one has stepped forward.

Marina
It is my understanding that all boats should have been removed from the Marina by October 25, 2016. There were some boats remaining after that date, so the employees in the Village Office made repeated calls to the owners, and their boats were finally removed by November 2, 2016. Several of those individuals stated that the Marina Manager told them they could leave their boats in the water until November 1, 2016. The lateness in removing the boats made it difficult to remove slips and "put the Marina to rest" for the winter.

Installation of Snow Fences
Snow fences were put up during the week of November 28, 2016 through December 2, 2016.

Tree Cutting
Four trees were cut down by employees from Timberline Tree Service. One tree was by the Post Office propane tank, two were by the Wild Tomato, and one was by the power lines in the Mill Road parking lot. The wood from the downed trees will be split and used at the Ice Rink fire pit this winter.

Smoke Testing on Bay Shore Drive
The Utilities employees did smoke testing on Bay Shore Drive recently and discovered that all three toilets in the Women's Restroom at the Marina as well as a urinal in the Village Hall basement leak. A new wax ring should fix the problem at the Marina, and the Maintenance Department employees are capable of performing the required work. On the other hand, the urinal repair project could involve jack hammering the floor and replacing fixtures and fittings as well as the trap, and it probably will be necessary for us to consult with a plumber. A copy of the smoke testing report which was received from the Utilities Department is hereby attached and incorporated by reference.

Marina Fest Tent Placement
Unfortunately the Marina Fest tent between Lienau Hill and the Boat Rental Kiosk extended past the designated tent area and a water line which was by the sidewalk was struck. Maintenance Department employees will be able to do the repair work, but in the future it would be advisable to not allow such extensions as water line repairs can become very costly and time consuming.

Flower Beds
All the Village's flower beds have been "put to sleep" for the winter.

Research Regarding Maintenance of Multiple Restrooms

As requested Joe Felhofer and I went to Peninsula State Park and spoke with the Ranger on duty, who informed us that they don't have unisex bathrooms; but they do have unisex showers. I also attempted to contact Steve Higginbotham, the former Maintenance Director at Gibraltar School, but haven't been able to reach him yet.

Christmas Tree Pick-Up

Two years ago very few Christmas trees were placed curbside, so last year Village property owners who wished to have Village employees pick-up and dispose of their trees were asked to call the Village Office. There were only nine people who called. Do you want us to continue to pick up Christmas trees or should the service be discontinued?

Respectfully submitted,
Steve Mann
Facilities Manager

VILLAGE OF SISTER BAY UTILITIES

P.O. Box 91, Sister Bay, WI 54234
Phones: Voice 920-854-2246 Fax 920-854-7602 Cellular 920-421-0257

November 11, 2016

Re: 10693 N. Bay Shore Drive & 10733 N. Bay Shore Drive

Dear Property Owner,

This letter is to inform you that a smoke test of the sewer system occurred on October 25, 2016. Great Lakes TV Seal, Inc performed this test on behalf of the Sister Bay Utilities. This test was conducted for the portion of the sewer system along N. Bay Shore Drive from the intersection of Highway 42/57 north until the intersection of Scandia Road. As a property owner connected to this area of the sewer system, I wanted to inform you of the results of this test.

Great Lakes TV Seal, Inc. identified deficiencies inside various homes and businesses. Due to the location of these deficiencies, it is the responsibility of the property owner to correct the items noted. Enclosed you will find a photo identifying the location where smoke was found on your property during this test.

Please notify the Sister Bay Utilities when these repairs have been completed. Also, please call me if you have any questions regarding the results of this test or the necessary repairs.

Sincerely,

Michael C Schell
Utilities Director

Enc: smoke test photos with description

10693 Hwy 42 (Village Hall Public Bathrooms)	 **Urinal in men's restroom smoking.** **Flushed to fill trap with water.** **After 2 minutes urinal started smoking again.**
Marina	 **Smoke appeared to be coming from beneath all 3 toilets in the women's restroom.**

Village of Sister Bay
Utilities Director Report

Village Board Meeting
January 17, 2017

A report from the Utilities Director on the following items:

Sewer Rate Study
The study is complete and will be reviewed at the February Utilities Committee Meeting.

October 25, 2016 Smoke Tests Results
The smoke test was performed and deficiencies were found. Property owners have been notified based on the deficiencies found at their property. The majority of customers received the "no repairs needed" letter. Three customers: Annika Johnson, Mitch Larson (On Deck), and the Boathouse on the Bay property will require televising to determine the full extent of the problem. Several other customers: The Village View, Sharon Daubner, The Village of Sister Bay (town hall & marina), the Johnson Family Trust, and Marina View (Ken Church) received letters identifying the deficiencies and requesting notification as to when the repairs have been completed.

Fire Department ISO Rating
Utilities Department is working the Fire Department to improve the ISO rating.

Private Wells and Permit Status
Two wells are scheduled to be abandoned by Euclide Well Drilling. The third unpermitted well should be abandoned and we are working with the customer at this time.

WPDES Permit Application Progress
The WPDES permit has been issued by the DNR to take effect January 1, 2017. The required changes include lowering Phosphorus limit from 1.0mg/L to 0.6mg/L, increase recording keeping, and E.coli monitoring.

Swamp Pump Update
The Crane Engineering proposal is included in your meeting packets as a recommendation from the Utilities Committee.

Generator Progress
Engineering contract has been approved by the Utilities Committee for Robert E Lee to investigate power upgrade plans for the main lift station.

Garot Extension/Highway crossing
Sewer and water has been installed across and is in service.

Michael C. Schell, Utilities Director

Village of Sister Bay
BOARD REPORT

Meeting Date 01/17/2017

Recommendation:
That the Village Board of Trustees approves of a recommendation of the Parking Committee and executes an agreement for engineering services with Robert E. Lee and associates.

Background:
The Village Trustees charged the Parking Committee with examining facilities, policies, ordinances, practices and solutions to ease congestion and traffic in the Village.

One area under study is the Dahlstrom property beside the Fire Station on Mill Rd. This 7 acre parcel is known to be substantially wetland.

As of this writing, Staff does not know what the recommendation will be from the Parking Committee will be, as the meeting is scheduled for 8:30AM on the morning of this meeting

We budgeted $15,000 for engineering on this property for 2017, in anticipation of a wetland delineation survey and possibly some parking lot work. The total contract for REL is $20,750, which covers the wetlands survey, topographic mapping, soil borings, SWMP work, engineering, lighting and landscaping plans. We may be able to pare some of those expenses back (for example, soil borings may not be needed based on findings from the wetlands survey).

The first step, in any case, is the wetlands delineation survey. I am asking for Board authorization to execute the contract with REL for the project, and will work with the Parking Committee to subsequently authorize the various portions of the work as we proceed with our work at that Committee Level.

Final plans would be brought to the Village Board before any work commences on the site.

Financial Impact:
Not to exceed expense of $20,750.

Portions of the work may not be completed which will result in unexpended portions (Soil Borings, Lighting and Landscaping totaling $4450).

Respectfully submitted,

Zeke Jackson
Village Administrator

Robert E. Lee & Associates, Inc.
Engineering, Surveying, Environmental Services

Green Bay Office
1250 Centennial Centre Boulevard
Hobart, WI 54155-8995
920-662-9641
www.releeinc.com

January 6, 2017

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

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

Dear Zeke:

Thank you for the opportunity to provide this surveying and engineering services proposal for the design of the proposed parking lot on the Village-owned parcel along Mill Road, near the intersection of Claflin Lane. As part of the design, Robert E. Lee & Associates, Inc., (REL) will provide a conceptual parking lot layout, conducted detailed design of the parking lot, drainage plan, coordinate permitting, and create a bidding specification. Though bidding and construction services will be provided through a secondary agreement, once the design is completed. The following list below is a summary of the services to be provided along with associated costs for the design of the parking lot.

CONCEPTUAL PLANNING

REL will create two alternate parking lot configurations for the property for review and discussion with the Village. The initial configurations will be created based on available information to see what size lot will potentially fit the space. Then, based on the results of the wetland delineation and topographic survey, REL will refine the alternative parking lots to create a final layout to be utilized to create the final construction documents. The conceptual planning and topographic survey can occur upon approval to proceed, but the wetland delineation cannot begin until the growing season starts, typically in April.

SURVEYING SERVICES

Topographic Survey

We will prepare a topographic survey of the upland portions of the subject parcel, as well as the adjacent roadway, Mill Road and South Spring Road. The survey will show all permanent topographic features including, but not limited to, buildings; concrete and asphalt surfaces; parking lot striping; signs; significant trees, landscaping and substantial vegetation; visibly-marked utility line locations on the parcel, and curb openings to public streets. We will generate

one-foot contours for the entire site, and list spot elevations on the map, as needed, to clarify certain areas. Upon your notice to proceed, we will contact Digger's Hotline to arrange for all underground utilities on the site to be marked. By law, Digger's Hotline has ten days to complete markings for planning purposes. However, in anticipation of this project, REL has already contacted Digger's Hotline to expedite the design development process.

WETLAND DELINEATION

NES currently staffs three wetland ecologists with over twenty-five years of combined wetland delineation experience. **James Havel and Kyle Bretl are Assured Wetland Delineators with the Wisconsin Department of Natural Resources (WDNR)**. **Wetland delineations conducted by Mr. Havel and Bretl do not require concurrence by the WDNR.** Work performed by an Assured Delineator helps reduce permit review timeframes, resulting in a significant time savings.

The following sections provide an outline of the proposed scope of work and cost for the wetland delineation.

SCOPE OF WORK

Task 1. Review of Existing Information

Prior to conducting the wetland delineation, existing site information will be collected and reviewed. Information reviewed will include the U.S. Geological Survey topographic maps, the WDNR Wetland Inventory Maps, aerial photography, and the *Soil Survey of Door County, Wisconsin*. These sources will assist in defining site topography, soils, and provide baseline data regarding previous wetland mapping.

Task 2. Conduct Wetland Determination

NES will conduct a delineation on the southern portion of the subject parcel parallel to Mill Road, up to a point where the balance of the property would likely be wetland, according to the routine wetland delineation method defined in the Northcentral/Northeast Regional Supplement to the 1987 Corps of Engineers Wetland Delineation Manual. The delineated wetland boundaries will be flagged with consecutively numbered flagging, and data plots will be established on both the upland and wetland sides of the boundary.

Task 3. Field Survey

Once the boundaries and plots are established, NES would be responsible for surveying them and producing a map to be included within the report. We will use our Trimble GeoHX handheld GPS unit (sub-meter accuracy) to collect the survey data. Processed data will be reviewed by a Registered Land Surveyor (RLS) in our office prior to finalizing the map.

Task 4. Preparation of Wetland Delineation Report

At the completion of our fieldwork and after the creation of maps showing the surveyed wetland boundary, NES will prepare a *Wetland Delineation Report* documenting the results of the site

investigation. The Wetland Delineation Report will contain both the wetland boundary maps and the NC/NE Supplement Wetland Delineation Data Forms.

Task 5. Agency Concurrence

The Wetland Delineation Report will only be sent to the USACE, to ensure they agree with the wetland boundary established by NES. As part of the Assured Wetland Delineator Program, wetlands delineated by Mr. Havel are not subject to WDNR concurrence; however, the reports are sent to Madison. Written concurrence from the USACE and Assured Delineations are valid for five years. In some cases, the USACE prefer to conduct a field visit with us to review the delineation before they concur; however, our recent experience indicates this is not necessary. Therefore, a site visit is not included in the cost estimate.

Wetland delineation work cannot begin until the growing season starts in 2017. Typically, the growing season starts sometime in Mid-April, but is very weather dependent.

SITE ENGINEERING

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

1. Prepare preliminary plans for the development to include the following:
   - Existing site conditions.
   - Site plan.
   - Utility plan.
   - Grading plan.
   - Erosion control plan.

2. Review the preliminary plans with the Village of Sister Bay.

3. Revise the preliminary plans based upon the comments received during plan review and submit the plans and engineering reports to the Village and Wisconsin Department of Natural Resources (WDNR) for review, as appropriate.

4. Prepare construction documents addressing all comments received during the plan review process. The construction documents will include the following:
   - Existing site conditions and demolition plan.
   - Site plan.
   - Grading and erosion control plan.
   - Utility plan.
   - Detail drawings.
   - Specifications.

During the development of the parking lot, it may be desired to light the site with decorative lighting, or supplement the design with a detailed landscaping plan. REL can assist in the

selection of the lights and preparation of a photometric plan for the lump sum of $1,050. The lighting plan prepared, would then be bid as a design bid package. A landscaping plan could be prepared for a lump sum of $750.

STORM WATER MANAGEMENT

Based on the anticipated amount of upland at the project site, it is estimated that greater than one acre of land will be disturbed during construction of the project. One acre is the threshold for post-construction storm water management, thus requiring a storm water plan and submittal of a Notice of Intent (NOI) to the WDNR.

During the design development of the storm water plan, REL will evaluate multiple treatment practices to determine the most effective treatment process for the site. This could include evaluating the storm water system on the adjacent Fire Station land. We will then provide a detail storm water management plan.

The Storm Water Management Plan will include the following:

1. Perform pre-development and post-development hydrologic calculations.

2. Design BMPs to meet the requirements for storm water quantity.

3. Prepare plans and a design report that includes the design criteria, site data, proposed BMPs, and hydrologic and hydraulic calculations.

Soil borings are required for NOI submittal. It is our recommendation to conduct soil borings in advance of submitting the NOI. If existing soil information, such as soil type or depth to bedrock already exists for the site, additional subsurface exploration may not be required. If sufficient soil information does not currently exist, REL would conduct soil probes to determine existing soil types and depth to bedrock, as applicable. REL would conduct up to five borings at the project site for a lump sum of $2,650.

SUMMARY OF FEES

Conceptual Plan	$ 1,200
Topographic	$ 2,450
Wetland Delineation	$ 3,400
Site Engineering	$ 5,458
Storm Water Management	$ 3,800
Soil Borings	$ 2,650
TOTAL	**$18,950***

Permit, review, and applicable printing fees (bid package) are not included in the above fees. Fees will be passed on for direct payment by the owner, or paid for and invoiced as a reimbursable cost. Construction Permit Fees are estimated by the WDNR.

Additional Services:

Lighting Plan	$1,050
Landscaping Plan	$ 750

Upon completion of this design phase, REL can provide a secondary proposal for bidding and construction services.

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

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

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.

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

JGS/NJM

ENC.

ACCEPTED BY VILLAGE OF SISTER BAY

_____ _____
Signature Date

ROBERT E. LEE & ASSOCIATES, INC.

STANDARD TERMS AND CONDITIONS

I. SCOPE

Robert E. Lee & Associates, Inc. agrees to perform the engineering, surveying, and/or environmental services described Unless modified in writing by the parties thereto, duties of Robert E. Lee & Associates, Inc. shall not be construed to exceed those services specifically set forth in the proposal or agreement to which these standard terms and conditions are attached.

II. COMPENSATION

Client agrees to pay for the services provided in accordance with the compensation provisions described in the proposal or agreement to which these standard terms and conditions are attached. Payment to Robert E. Lee & Associates, Inc. will be made within 30 days after the date of billing. For all amounts unpaid after 30 days from the invoice date, client agrees to pay Robert E. Lee & Associates, Inc. a finance charge of 1-1/2% per month.

For time and expense compensation, charges will consist of salary-related costs and nonsalary costs. Salary-related charges include, but are not limited to, the following:

1. Salaries paid employees for time spent working directly on the subject project.

2. Costs of employee fringe benefits attributable to the employee time spent working directly on subject project.

3. General and administrative overhead charges distributed on basis of employee time spent working directly on subject project.

Nonsalary costs cover items directly related to the project, other than those covered by salary-related costs. Such nonsalary costs shall be computed on the basis of actual purchase price for items and services obtained from commercial sources and outside consultants. Cost of items and services provided directly by Robert E. Lee & Associates, Inc. shall be in accordance with rate schedules based on normal charges of commercial sources. Nonsalary items and services include, but are not limited to, the following:

1. Services directly applicable to the project such as special legal and accounting expenses, computer rental and programming costs, special consultants, borings, environmental analyses, commercial printing and binding, and similar services that are not applicable to general overhead.

2. Identifiable reproduction services applicable to the project such as printing of drawings, photostating, multilithing, printing, and similar services.

3. Identifiable communication services such as long-distance telephone, telegraph, cable, express services, and postage other than for general correspondence.
4. Living and traveling expenses of employees when away from home office on business connected with the project.

in the proposal or agreement in which these standard terms and conditions are referenced and to which they are attached

5. Subcontracted services.

III. RESPONSIBILITY

Robert E. Lee & Associates, Inc. is employed to render a professional service only, and any payments made by the client are compensation solely for such services rendered and recommendations made in carrying out the work. Robert E. Lee & Associates, Inc. shall follow the practice of the civil engineering, surveying, and/or environmental services professions to make findings, opinions, factual presentations, and professional advice and recommendations.

In performing construction management services, Robert E. Lee & Associates, Inc. review of work prepared or performed by other individuals or firms employed by the client shall not relieve those individuals or firms of complete responsibility for the adequacy of their work.

It is understood that any resident engineering or construction observation provided by Robert E. Lee & Associates, Inc. is for the purpose of determining compliance with the technical provisions of the project specifications and does not constitute any form of guarantee or insurance with respect to the performance of a contractor. Robert E. Lee & Associates, Inc. does not assume responsibility for methods or appliances used by a contractor, for safety of construction work, or for compliance by contractors with laws and regulations.

It is understood and agreed by both parties that Engineer, in performing professional services for Owner with respect to hazardous substances, will make recommendations to Owner with respect thereto, but does not have the authority or responsibility to decide where disposal or treatment takes place, nor to designate how or by whom the hazardous substances are to be transported for disposal or treatment.

IV. INSURANCE AND LIMITS OF LIABILITY

Robert E. Lee & Associates, Inc. shall maintain during the life of the Agreement, the following minimum public liability and property damage insurance to cover claims for injuries, including accidental death, as well as from claims for property damages which may arise from the performance of work under the Agreement. The client agrees to limit the liability of Robert E. Lee & Associates, Inc. to the extent of Robert E. Lee & Associates, Inc. insurance or as otherwise stated below:

1. Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad form property damage liability. The combined single limit of liability for bodily injury and property damage shall be $1,000,000.

2. Automobile bodily injury and property damage liability insurance covering owned, nonowned, rented, and

hired cars. The combined single limit of liability for bodily injury and property damage shall be $600,000.

3. Statutory workers compensation and employers' liability insurance as required by the state having jurisdiction.

4. Professional liability insurance covering damages resulting from errors and omissions of Robert E. Lee & Associates, Inc. The limit of liability shall be $50,000.

V. SUSPENSION OF WORK

The client may suspend, in writing, all or a portion of the work under the Agreement in the event unforeseen circumstances beyond the control of the client make normal progress in the performance of the work impossible. Robert E. Lee & Associates, Inc. may request that the work be suspended by notifying the client, in writing, of circumstances which are interfering with normal progress of the work. The time for completion of the work shall be extended by the number of days the work is suspended. In the event that the period of suspension exceeds 90 days, the terms of the Agreement are subject to renegotiation and both parties are granted the option to terminate work on the suspended portion of the project.

VI. TERMINATION OF WORK

Either party may terminate work in the event the other party fails to perform in accordance with the provisions of the Agreement. Termination of the Agreement is accomplished by 15 days prior written notice from the party initiating termination to the other. Notice of termination shall be delivered by certified mail with receipt for delivery returned to the sender.

In the event of termination, Robert E. Lee & Associates, Inc. shall perform such additional work as is necessary for the orderly filing of documents and closing of the project. The additional time for filing and closing shall not exceed 10 percent of the total time expended on the terminated portion of the project prior to the effective date of termination.

Robert E. Lee & Associates, Inc. shall be compensated for the terminated portion of the work on the basis of work actually performed prior to the effective date of termination plus the work required for filing and closing. Charges for the latter work are subject to the 10 percent limitation described in this Article.

VII. ASSIGNMENT

These terms and conditions and the Agreement to which they are attached are binding on the heirs, successors, and assigns of the parties hereto. The Agreement is not to be assigned by either the client or Robert E. Lee & Associates, Inc. without the prior written consent of the other.

VIII. INTEGRATION

These terms and conditions and the Agreement to which they are attached represent the entire understanding of the client and Robert E. Lee & Associates, Inc. as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. The Agreement may not be modified or altered except in writing signed by both parties.

IX. JURISDICTION

This Agreement shall be administered and interpreted under the laws of the state of Wisconsin. Jurisdiction of litigation arising from the Agreement shall be in the state of Wisconsin. If any part of the Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect.

X. DISPUTE RESOLUTION

In an effort to resolve any conflicts that arise during the design or construction of the project following the completion of the project, the Client and the Engineer agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Client shall make no claim for professional negligence, either directly or in a third party claim, against the Engineer unless the Client has first provided the Engineer with a written certification executed by an independent engineer currently practicing in the same discipline as the Engineer and licensed in the state of Wisconsin. This certification shall: a) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of an Engineer performing professional services under similar circumstances; and b) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to the Engineer not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any mediation or judicial proceeding.

In the event of any litigation arising from or related to the services provided under this Agreement, the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees and other related expenses.

All legal actions by either party against the other arising out of or in any way connected with the services to be performed hereunder shall be barred and under no circumstances shall any such claim be initiated by either party after two (2) years have passed from the date of completion of construction phase services, unless the Engineer's services shall be terminated earlier, in which case the date of termination of this Agreement shall be used.

June 2006

Village of Sister Bay
BOARD REPORT

Meeting Date 01/17/2017

Recommendation:
That the Village Board of Trustees approves of a recommendation of the Utilities Committee and authorizes the replacement of the Swamp Pump.

Background:
The "Swamp Pump" was installed sometime in the 1970s as a part of the "Swale" property between S. Spring Rd. and Wis 42 for Stormwater Management. The pump operates to lower the level of water on the swale property below the basement level of the surrounding homes. This keeps their basements dry, and their sump pumps running at a minimum.

The Bay Shore Dr. project brought an improvement to the overall area with an emergency stormwater outfall. Unfortunately, the lake levels would cause that emergency outfall to act as an equalization pipe if it were set lower. As a consequence, a pump is still needed in order to keep the water levels in the swale lower than the basement levels in most of the homes.

The pump is an "Drip oil" lubricated pump. It is a prohibited item operating in the waters of Green Bay, as a few gallons of oil are pumped into the bay each year by the pump. It has aged well beyond it's useful lifespan, and is in need of replacement. A proposal from Crane Engineering is attached. Equipment and controls are proposed at $25,000.

Labor will be additional, and will be somewhat dependent on removal of the old pump

Financial Impact:
Equipment and controls=$25,000, plus minor materials.

Labor will be billed at the time and materials rate of $110/hr. We believe the job can be done for $3500

There is some risk that with the age and condition of the concrete support structure, that it may crumble. This would necessitate a rebuild at substantially more expense. We will try to work carefully so as to not damage the already "tired" structure.

There was a total of $25,000 budgeted for 2017 for Storm Sewer maintenance; we will need to do a budget amendment at the end of the season to clean up an other expenses; we will not do any large projects other than this one in an effort to minimize costs.

Respectfully submitted,

Zeke Jackson
Village Administrator

CRANE ENGINEERING

Optimizing Fluid System Performance

707 Ford Street
Kimberly, WI 54136

Phone: 920-733-4425
Fax: 920-733-0211

www.craneengineering.net

To: Mike Schell
Sister Bay, Village of
2124 Autumn Court
PO Box 91
Sister Bay, WI 54234

Phone: 920-421-0257

Fax: 920-854-7602

E-mail: mike.schell@sisterbaywi.gov

Desc. Johnston 8STLS8 replacement

Quotation #: RD1994

Customer RFQ #: Verbal

Crane Job #:

Today's Date: 10/31/2016

Quote Expiration Date: 11/30/2016

Item	Description	Qty	Unit Price	Subtotal
1.00	One (1) Goulds mixed flow pump assembly with CI/Silicon Bronze construction; water lubricated flanged column and shaft assembly, dynamically balanced impellers, carbon steel column pipe with SS shaft, SS bolts, ductile iron discharge head, VHS electric motor, and a steel sub-base. Pump and motor assembly are sized for 1200 gpm @ 12' TDH	1LS		$20,000.00
			float control est	5000.00
				25000.00
			Labor	NOT included

Thank you for the opportunity to provide you this proposal. Please do not hesitate to contact me if you have any questions or require any additional information.

Sincerely,

Ryan Driessen
Application Engineer
Ph: 920-257-0174
Fax: 920-257-0274
r.driessen@craneengineering.net

Eric Finnila
Director of Sales
Ph: 920-850-3100
Fax: 920-257-0247
e.finnila@craneengineering.net

Terms & Conditions			
Lead Time	10 Week factory ship date is typical. Actual delivery will be determined at time of order.	**Payment Terms**	n15
F.O.B.	Warehouse	**Shipping Terms**	Prepaid and Added to Invoice.

1200 GPM

8ST LS8

5 H.P. PROPELLER PUMP BY VILLAGE

8" DRESSER COUPLING

P.L.

6" CONCRETE SLAB TOP

587.65

8" WELDED TO STORMS THIS CON

18"

FAB 45° BO

FLOW

11.5

48" I.D. PRECAST C SUMP M

578

18" CMP SEWER

1200 gpm Pump

2'-6" MIN.

3'-0" MIN.

6" MIN.

SCREEN

576.15

590

SUMP MANHOLE DETAIL

NOTE - THE EXI SEWER APPROX AS SHO

585

NOTE - PRESENT DITCH TO SWAMP TO BE LOWERED BY OTHERS FROM 15 FT. NORTH OF PIPE.

580

NOTE - SEWER

PROFILE			
NOTE BOOK	SURVEYED	BY	DATE
	PLOTTED		
	GRADES CHECKED		
No.	B. M.'s NOTED		
	STRUCTURE NOTATIONS CHECKED		

JOHNSTON PUMP COMPANY
GLENDORA, CALIFORNIA
SALES ORDER

SERVICE:
G.P.M. T.D.H. T.D.H.
B.H.P. R.P.M. USE OF MTR. S.F. YES ☐ NO ☐
FLUID PUMPED SP. GR. NPSHA: NPSHR:
BOWL EFF. PUMP EFF. O.A. EFF. GUAR. ☐ YES ☐ NO BOOK ONLY ☐

SALES ORDER NO. 77-15709
FILE WITH
ORDER DATE 7-16-73 REQUESTED DATE 7-23-73
FORECAST DATE SCHEDULED DATE
CREDIT APPROVAL Gerger DATE 7-30-73
SPECIAL MARKINGS

ACK: QUOTE #
CUSTOMER'S NUMBER 24594 CODE

SOLD TO:
Crane Engineering Sales Inc.
P.O. Box 467
Appleton, Wisconsin 54911

SHIP TO:
Village of Sister Bay
Village Hall
Sister Bay Wisconsin 54234

TERMS: N 30 PENALTIES: DEL ☐ PERF ☐ DATE RATE
BONDS: LM ☐ PERF ☐ SHIP VIA Yellow Freight FRT. ALW. PREPAID ☒ YES ☐ NO ☐ COLLECT
SOURCE INSPECTION: ☐ YES ☐ NO P.O. COPIES ☐ YES ☐ NO QUAN: ITEMS:
APPLICABLE SPECS # AGENCY NONE ☐ PERF. TEST ☐ YES ☐ NO APPL 6-4 SHIP ☐ YES ☐ NO WIT: MTR: PUMP COPIES
CERTIFICATION SPEC. SEC #: CERTS ONLY ☐ OTHER COPIES

ORDERED UNIT	ORDERED TOTAL	SHIP	
			DRIVER TESTS: APPL: WIT: ☐ YES ☐ NO HYDRO TEST: ☐ YES ☐ NO WIT: COPIES SPEC. SEC #:
	1		MOTOR U.S. T.C. 5556 WITH 12 DIA. BASE WITH-OUT EXTRA THRUST, WITH-OUT N.R.R. H.P. 5 PH. 3 CYCLE 60 VOLTAGE 230/460 R.P.M. 1760 ENCL. SF. ☒ VHS ☐ VSS
			THRUST Hi CLUTCH 3/4 BOLT INSUL. RISE. AMB. SPECS YES ☐ NO ☐
			DISCHARGE HEAD ASSY. ☐ SURFACE ☐ UNDERGROUND WITH-OUT PRELUBE TANK & FITTINGS SIZE TYPE OILER VOLTAGE COMP. FLG. ☐ O.L. ☐ W.L.
			FEET COLUMN TUBE SHAFT ASSEMBLY ☐ OIL LUBE ☐ WATER LUBE
			BOWL ASSEMBLY STAGE IMPELLER DIA. ☐ O.L. ☐ W.L. ☐ BRONZE ☐ C.I. VIT.
			STRAINER ☐ BASKET ☐ CONE ☐ BRONZE ☐ GALV. STEEL
			TPL-
1			Model 8 STLS8 4 5 ft SHIPPED FROM Fresno
1			8" discharge flange
1			8" X 12" body discharge

FRESNO STOCK 8-16-73 DATE
DO NOT DUPLICATE

DIST. REP.	DISTR.	EACH ORDER	AE	FR	SM	ACCT.	DISTR.	AS DESIG.	DM AGT	FAC	QC PURCH	FP SS
0757			PROD (2)	CF	FINAL 7							

DIST. CODE TC-3 TS-1
END USE 20
MAINTENANCE MANUALS
INVOICES B/L P/L
BY Gn Gear DATE 7-16 OF 73
DATA REQUIRED FOR: ☐ APPROVAL ☐ RECORD ☐ NONE
DATE REQUIRED AFTER APPROVAL
DIMENSION PRINTS
CROSS SECTIONAL
CURVES
BUYOUTS
TAXABLE YES ☐ NO ☒ EXEMPT
TAX NOT INCLUDED IN TOTAL PRICE
3 90 = 75
3 38 = 199

JP-114

142

NO.	DESCRIPTION	TUBE	SHAFT
1	12 x 8 "AB" SURFACE DISCH. HEAD	1-1/4"	3/4"
2	12 x 8 "AB" SURFACE DISCH. HEAD	1-1/2"	1"
3	12 x 8 "AB" SURFACE DISCH. HEAD	1-1/2"	1-3/16"
4	12 x 8 "AB" SURFACE DISCH. HEAD	2"	1-3/16"
5	12 x 8 "AB" SURFACE DISCH. HEAD	2"	1-1/2"
6	12 x 8 "AB" SURFACE DISCH. HEAD	2-1/2"	1-1/2"
7	12 x 8 "AB" SURFACE DISCH. HEAD	2-1/2"	1-11/16"
8			
9	VARIATIONS REQUIRED BY SALES ORDER (*)		
10	TOTAL QUANTITY FOR UNITS		

1	2	3	4	5	6	7	8	9	10	NO.			DESCRIPTION
1	1	1	1	1	1	1				19411	C	C.I.	DISCHARGE HEAD
1										896-7		B/M	OIL TUBE NUT ASSY. 1 - 26.3 TT Plate
	1									896-1		B/M	OIL TUBE NUT ASSY. 1 - 54.2 TT Nut & Bra
		1								896-2		B/M	OIL TUBE NUT ASSY. 2 pcs 3/8 x 6 1/2 lg Phillips
			1							896-3		B/M	OIL TUBE NUT ASSY. 1 - 1/4 x 1 1/2 cap screw
				1						896-4		B/M	OIL TUBE NUT ASSY.
					1					896-5		B/M	OIL TUBE NUT ASSY.
						1				896-6		B/M	OIL TUBE NUT ASSY.
1										19769	A	STEEL	TUBE TENSION NIPPLE - 1-1/4" x 4'-9-3/4" LG.
	1	1								2213	A	STEEL	TUBE TENSION NIPPLE - 1-1/2" x 4'-9-3/4" LG.
			1	1						2217	A	STEEL	TUBE TENSION NIPPLE - 2" x 4'-9-3/4" LG.
					1	1				17589	A	STEEL	TUBE TENSION NIPPLE - 2-1/2" x 4'-9-3/4" LG.
1										1193-1	A	STEEL	HEADSHAFT W/NUT NO. 875 3/4" x 72 3/4 " LG.
	1									1216-1	A	STEEL	HEADSHAFT W/NUT NO. 876 1" x " LG.
		1	1							1213-1	A	STEEL	HEADSHAFT W/NUT NO. 6761 1-3/16" x " LG.
				1	1					13274-1	A	STEEL	HEADSHAFT W/NUT NO. 878 1-1/2" x " LG.
						1				1871-1	A	STEEL	HEADSHAFT W/NUT NO. 879 1-11/16" x " LG.
1	1	1	1	1	1	1		*		669-		B/M	OILER ASSEMBLY 230 VOLTS & MANUAL
1								*		417		B/M	DISCHARGE FLANGE & PARTS PACKAGE 5248
4	4	4	4	4	4	4						STEEL	CAP SCREWS - 3/8-16 N.C. x 2-1/2" LG. (DRIVER
4	4	4	4	4	4	4						STEEL	NUTS - 3/8-16 N.C. SCREWS)
1	1	1	1	1	1	1				4271	A		ENVELOPE - 1036

SD = 17 3/4
A = 52-3/4"
X = 2"
72 3/4

REVISION NO. 1
ITEM
DATE 7-8-69

JP-546

12 x 8 TYPE "AB" DISCHARGE HEAD - OIL LUBE

ORDER NO. 87-15707
NO. UNITS 1
SHEET 1 OF 3 SHEETS

BILL OF MATERIAL

WRITTEN CHKD

	QUANTITY 1 UNIT	QUANTITY UNITS	PART NO.	MATERIAL	DESCRIPTION	ITEM NO.
			3748- A	STEEL	8" x LPO TOP COLUMN PIPE	1
	1		3744- A	STEEL	8" x 4'-11-1/4" LG. TOP COLUMN PIPE (GREEN & RED)	2
	2		3747-1 A	STEEL	8" x 20'-0" LG. INTER. COL. PIPE & CPLG. (GREEN)	3
			3746-1 A	STEEL	8" x 10'-0" LG. INTER. COL. PIPE & CPLG. (GREEN)	4
	1		3745-1 A	STEEL	8" x 5'-0" LG. INTER. COL. PIPE & CPLG. (GREEN)	5
	1		887-3		1 1/4 x 3/4 x 5' lg. tube & Shaft Assy 1 Pin 1 Cap	6
			888-1	B/M	1-1/2 x 1" x 20' LG. TUBE & SHAFT ASSY.	7
			888-2	B/M	1-1/2 x 1" x 10' LG. TUBE & SHAFT ASSY.	8
			888-3	B/M	1-1/2 x 1" x 5' LG. TUBE & SHAFT ASSY.	9
						10
			889-1	B/M	2 x 1-3/16 x 20' LG. TUBE & SHAFT ASSY.	11
			889-2	B/M	2 x 1-3/16 x 10' LG. TUBE & SHAFT ASSY.	12
			889-3	B/M	2 x 1-3/16 x 5' LG. TUBE & SHAFT ASSY.	13
						14
			890-1	B/M	2-1/2 x 1-1/2 x 20' LG. TUBE & SHAFT ASSY.	15
			890-2	B/M	2-1/2 x 1-1/2 x 10' LG. TUBE & SHAFT ASSY.	16
			890-3	B/M	2-1/2 x 1-1/2 x 5' LG. TUBE & SHAFT ASSY.	17
						18
			891-1	B/M	2-1/2 x 1-11/16 x 20' LG. TUBE & SHAFT ASSY.	19
			891-2	B/M	2-1/2 x 1-11/16 x 10' LG. TUBE & SHAFT ASSY.	20
			891-3	B/M	2-1/2 x 1-11/16 x 5' LG. TUBE & SHAFT ASSY.	21
						22
			892-1	B/M	3 x 1-15/16 x 20' LG. TUBE & SHAFT ASSY.	23
			892-2	B/M	3 x 1-15/16 x 10' LG. TUBE & SHAFT ASSY.	24
			892-3	B/M	3 x 1-15/16 x 5' LG. TUBE & SHAFT ASSY.	25
Reference	1				8" X 12" lg. NPT thread one end nipple	26
					ENCLOSING TUBE	27
					LINESHAFT BEARING	28
					LINESHAFT	29
					LINESHAFT	30
					COUPLING	31
					used 8 & 2 w/ 10' RUBBER Ring	32
	1			RUBBER	8" x 1 1/4 " ENCLOSING TUBE STABILIZER	33
				GALV. STL.	STRAINER - CONE - BASKET	34
						35

10 FT. 8" OIL LUBE COLUMN - 8 THRD. STRT.

10 FT. 1 1/4 x 3/4 TUBE & SHAFT ASSY.

ORDER NO. A7-15709

NO. UNITS 1

SHEET 2 OF 3 SHEETS

JP-470

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QUANTITY UNITS	QUANTITY UNIT	PART NO.	MATERIAL	DESCRIPTION
1		8363-A	C.I.	DISCHARGE BOWL
1		629-A	BRZ.	DISCHARGE BOWL SCREW BEARING
1		3226-A	HI-LD-BRZ.	DISCHARGE BOWL BEARING
1		6227-19	IND.COMP.	"O" RING - 1" I.D. x 1-1/4 O.D. x 1/8
1		63x287	GARLOCK	DISCHARGE BOWL SEAL
1		9278	C.I. - 40	TUBE ADAPTER
1		624	BRZ.	TUBE ADAPTER SCREW BEARING
		8364-A	C.I.	INTERMEDIATE BOWL
		3226-A	HI-LD-BRZ.	INTER. BOWL BEARING
1		7374	BRZ.	IMPELLER "4 3/4" 5 VANES
1		327-A	STL.	LOCK COLLETS
1		8365-A	C.I.	SUCTION BELL
1		3226-A	HI-LD-BRZ.	BELL BEARING
1		8367-A	BRZ.	SAND COLLAR
1		9280	416 ST.STL	PUMPSHAFT 1" X 3/4 X 32 5/8
1		712	STL.	COUPLING
		6989-A	GALV.STL.	BASKET STRAINER
		4617-A	GALV.STL.	CLIPS
1		3537	C.I.	Discharge Adapter Flange

SHAFT PROJECTION ABOVE COL. SEAT = 20"
SHAFT PROJECTION ABOVE TUBE SEAT = 10"
MINIMUM END PLAY - 7/16

1 STAGE 8 " BOWL ASSEMBLY
3/4 "SHAFT 1 1/4 TUBE OIL LUBE MIXED FLOW

ORDER NO. H7-15709
NO. UNITS 1
SHEET 3 OF 3 SHEETS

Sister Bay & Liberty Grove Fire Board Meeting
December 8, 2016

The meeting was called to order December 8, 2016 at 8:00 am by Lou Covotsos

Roll Call: Louis Covotsos, Denise Bhirdo, Scott Baker, Hugh Mulliken, Nancy Goss

In attendance Chris Hecht, Willard Randall

Denise Bhirdo asked to add a conversation of The Door County Emergency Plan to the agenda. A motion was made by Scott Backer to approve the agenda, seconded by Denise Bhirdo. Motion passed with no discussion.

A motion was made by Scott Backer to approve the minutes of the previous meeting, seconded by Hugh Mulliken. Motion passed with no discussion.

Public input: None

Discussion Items:

- Chiefs Report
  - Call count is up
    - Some of the increase is due to the addition of Ephraim. The estimate was 15-25 calls a year. The count for 2016 is 54.
    - Fire calls are less than last year, but greater than 2014.
  - EMR class will start in January with 8 or 9. Some people are on the fire department. There are 3 new people in the class.
  - We were hoping to run a Firefighter 1 class but could not come up with the 12-people required to hold a class.
  - Gibraltar School CPR classes are up and running. We have held classes for the teachers, coaches and bus drivers, and have more planed.
  - We are working with SBAA and Door Nor to get the business to get their employees trained in CPR/AED
  - DNR grant matching funds will be paid by the SBLGFFA. They will also be spending $5,000 on additional wildland gear.
  - SBLGFFA will be purchasing 2 small thermal imaging cameras for the chief, and one for the assistant chief.
  - A $30,000 upgrade to the Rescue 12 is being paid for by the SBLGFFA.
  - Marina Fest will be a 2-day event in 2017. The fire department will participate only in part on the second day.
- Clerk/Treasurer Report
  - A list of fire calls was passed out.
  - A list of checks was passed out.
  - The 2016 budget to date was passed out. We are on track to be within budget.
  - Overage will be used to bring the reserve to 15% of budget.
  - A motion was made by Denise Bhirdo to approve the clerk's report, seconded by Scott Backer. Motion passed with no discussion.

- LOSA
  - The listing of people who need a beneficiary statement was given to the clerk.
  - The current list of persons who are eligible to receive LOSA was presented to the clerk.
- Budget Review
  - The budget was approved by the village and town. There was a question if the building maintenance was included in the budget?
- ISO evaluation - review
  - We are a duel rated department. We have a 4 on the hydrants, and a 5 on the non-hydrant areas.
  - Duel rating system is going away. We are being reviewed for a single rating system.
- Ephraim EMR coverage - discussion and action
  - We bulled Ephraim for 54 calls and 152 man hours at $22.00 per hour plus taxes.
  - Training of 28 hours at $22.00 per hour plus tax.
  - $262.00 for payroll fees, and $500.00 administration fee.
  - The total bill to Ephraim was $5021.73.
  - A motion was made by Scott Backer to continue the agreement with Ephraim, seconded by Louis Covotsos. Motion passed with no discussion.
- Brush Truck replacement specification creation is in progress.
- Door County Emergency Plan discussion
  - The county adopted an emergency plan. It should be placed on the next agenda of the fire board.
- Next Meeting 8:00 am on January 26, 2017 at the Sister Bay Fire Station.

A motion was made Louis Covotsos by to adjourn, seconded by Scott Backer. Motion passed with no discussion.

Sister Bay / Liberty Grove Library Commission *Meeting*
January 11 2017

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, Kathy Enquist, Allen Strack, Frank Forkert, Dixie Jorns and Ralph Blankenburg.

Absent: Henry Timm

Public Input: None.

Review and Approve the Minutes of the *October 11*, 2016 Meeting:
Lou Covotsos moved and Frank Forkert seconded a motion to approve the minutes of the *October 11,* 2016 meeting. The motion passed 5-0.

Review and Approval of Bills:

Anne Marie Harder Fine Arts	Clean and restore sculpture	$300.00
Wisconsin Public Service	Electrical Service	$544.11
Frontier Communications	Telephone	$155.92
Sparkle Cleaning Service	General Cleaning	$1,564.00
Warner Wexel LLC	Toilet Paper and Garbage Bags	$71.87
Jeffery Ward Construction	Light Bulbs / ballasts / Move and Assemble Desk	$160.00
Village of Sister Bay	Lawn Mowing	$269.18
Village of Sister Bay	Action Electric bill	$15.93
Draeb Jewelers	Name Plates for Benches & Tables	$240.00
Sparkle Cleaning Service	General Cleaning	$884.00
Van's Fire & Safety	Fire Extinguisher inspection	$34.00
Wisconsin Public Service	Electrical Service	$544.11
Jungwirth Ace Hardware	Stainless Steel Screws	$6.29
Village of Sister Bay	Propane	$112.49
Village of Sister Bay	Property Insurance	$1,460.21
Village of Sister Bay	Liability Ins.	$337.04
lakeshore Landscape	Garden Maintenance	$2,700.00
Sparkle Cleaning Service	Windows and Carpeting Cleaned	$1,233.00
U.S, Treasury	Social Security / Medicare	$656.43
Village of Sister Bay	Propane	$144.30
Wisconsin Public Service	Electrical Service	$518.58
Sparkle Cleaning Service	General Cleaning	$816.00
Sister Bay Water & Sewer	Fire Sprinkler Water	$110.25
Sister Bay Water & Sewer	Domestic Water	$366.10
Village of Sister Bay	lawn Mowing / Snow Shoveling	$588.03
Frontier Communications	Telephone	$135.56
Total		$13,967.40

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

Librarians Report:

Circulation

		YTD
2016	N.A.	
2015	4,267	59,754

Library Visits Month:

December 2016	2,523
December 2015	2,688

Library Programs:

December 2016	3 Programs attended by 28 children & 10 adults
December 2015	3 Programs attended by 79 children & 18 adults

SAM Computer Use:

December 2016	221 Sessions	7,859 Total Min.	36 Ave. Min/Session
December 2015	269 Sessions	9,133 Total Min.	36 Ave. Min/Session

Wireless Use:

December 2016	451 Unique Devices	32 Average Daily Connections
December 2015	383 Unique Devices	28 Average Daily Connections

Overdrive:

December 2016	185 eBooks	82 Audio books	0 Videos	0 Magazines
December 2015	236 eBooks	97 Audio books	2 Videos	40 Magazines

The library continues to show strong numbers in circulation. The number of visits is down slightly from last year, but I attribute that to a snow day that we had in mid-December.

Computer use on library machines also continues to show a slight decrease in both number of sessions and total minutes used. Once again, though, our wireless statistics are high with more unique devices being used than in previous years and more total time being spent connected to the library's wireless.

Regarding programming we are again offering story time on the first Saturday of the month and we are seeing varying numbers of participants. I am also hoping that we can get back into a schedule of Amos visits. The book club continues to hold their monthly discussions on the second Tuesday of the month. The Door County Reads program is also in progress at this time and we have distributed approximately 70 copies of Empire Falls by Richard Russo to library patrons. The book club members based their January discussion on this book and many other opportunities for patrons to get involved with the Door County Reads activities are available around the county.

Attached you will find the quote from Curt Wessel for the shelving needs that we discussed at our last meeting. The total dollar amount is a little higher than we originally planned for. This being due to the opportunity to get more customized shelving than what would be available through library supply catalogs. Working with Curt we have come up with more appropriate shelving that can accommodate the growth we have been experiencing as well as future needs.

The new Library Director news is that there has been no one hired as of yet. The top Candidate that came for a second interview and toured the libraries was offered the job and she declined due to family relocation issues. The job was reposted and the interview process will begin again in about a week. Hopefully there will be a good field of applicants to choose from. With Becca Berger's last day on Friday Jan. 13th, Laura Kayacan, the Reference Librarian at Sturgeon Bay, will serve as interim director until the position is filled.

Finally, I also need to inform you that I will be leaving the Sister Bay Library - my last day will be February 11th. I love this library and feel very blessed to have worked here with the great staff and the wonderful patrons which has made this a very difficult decision to make. Health concerns are forcing me, however, to move to a less physical job and I have accepted the position of Technical Services / Acquisitions Cataloger at the Sturgeon Bay Library. I can't say enough about how welcoming and helpful everyone here has been and I thank you for that. I am encouraging Andrea Heiman to apply for the Branch Manager position. She is very capable and I believe she would be able to step in and make this a smooth and easy transition.

Allen Strack Moved that we purchase the cabinets from Curt Wessel for the quoted price of $4,650. Kathy Enquist seconded the motion. The motion passed 5-0.

Lighting:
Ralph Blankenburg reported that Curzon Electric had found the adapters for our canopy lights. The current lights are no longer available, but with the adapters we can use another light. Ralph also reported that Action Electric has not replaced the emergency exit light fixture. Ralph will call Mike tomorrow.

Closed session to discuss salaries.
Return to Open session
Frank Forkert moved to increase Ralph Blankenburg's salary to $5,000 a year. Lou Covotsos second the motion. The motion passed 5-0.

Maintenance:

Next Meeting:
The next meeting will be February 7, 2017 @ 1:00 P.M.
Adjourn
It was moved by Lou Covotsos and seconded by Frank Forkert to adjourn at 2:15 p. m. The motion passed 5-0.
Submitted by: Ralph Blankenburg.

MARINA COMMITTEE MEETING MINUTES

TUESDAY, DECEMBER 13, 2016

Sister Bay-Liberty Grove Fire Station – 2258 Mill Road

(APPROVAL PENDING)

The December 13, 2016 meeting of the Marina Committee was called to order by Chairperson John Clove at 3:03 P.M.

Present: Chairperson John Clove, and committee members Dwight Anderson, Scott Baker, Pat Duffy, and Dan Jungwirth

Staff Members: Village Administrator Zeke Jackson and Enterprise Clerk Anastasia Bell.

Excused: Greg Sunstrom

Others Cory Diltz

Approval of the agenda:
A motion was made by Baker, seconded by Anderson, that the Agenda for the December 13, 2016 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Comments, correspondence, and concerns from the public:
Clove asked if anyone wished to comment regarding a non-agenda item. No one responded. He then noted that the following correspondence had been received:

- A letter from Eric Lundquist, a copy of which was included in the meeting packets.
- A second letter from Eric Lundquist, which was read aloud. A copy of that document is hereby attached and incorporated by reference. Clove commented that the Committee will have to discuss slip assignments at a later date, but the Committee would not object to the Commercial Vendors rearranging their slip assignments amongst themselves as long as all designated commercial slips will be rented in 2017.

Approval of minutes as published:
As to the minutes for the October 20, 2016 meeting of the Marina Committee:
A motion was made by Duffy, seconded by Baker, that the minutes for the October 20, 2016 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

As to the minutes for the November 9, 2016 meeting of the Marina Committee:
A motion was made by Baker, seconded by Duffy, that the minutes for the November 9, 2016 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.

Business Items:
Item No. 1. Discussion regarding parking and slip assignments for Commercial Vendors; consider a motion to recommend to the Parking Committee and Plan Commission for further action.
Clove did some research and determined that the parking lot between Sunset Road and Scandia Road was created it was primarily intended for to be used by Marina patrons. The Village has created an ad hoc committee to review parking throughout the entire Village. The Marina Committee has been asked to make a

recommendation to the Parking Committee regarding the best use of the Marina parking lot. It could benefit the Marina, especially the Commercial Vendors, if the lot were re-striped in such a fashion that additional car parking spaces are created, as a large portion of the back area is often vacant.

Jackson noted that the Parking Committee will be looking at the "policy aspect" of this issue. The Village's current Parking Ordinance references parking for the Marina. The requirements include 5 spaces per boat launch and 1 space for every 5 seasonal tenants but there is no mention of parking for Marina Commercial Vendor customers. Jackson suggested that the Marina Committee propose that the Village's parking regulations be amended in such a fashion that a provision which specifically applies to the Marina Commercial Vendors be added; it would be best to have this provision mirror the parking regulations for other types of businesses. Time of use should also be considered to avoid potential overlap, as other business owners may count on spaces being available in the Marina parking lot in order to fulfill their parking requirements. He then provided the current parking requirements based on type of business:

Restaurant – 1 space per 150 ft^2 or 1 space per 4 seats
Office – 1 space per 200 ft^2
Uptown retail – 1 space per 300 ft^2
Downtown retail – 1 space per 150 ft^2
Employees – 1 space per employee with regard to the largest shift

Clove stated that he believe the Parking Committee should be informed that the intention of restriping the Marina parking lot would be to reduce the parking along Bay Shore Drive. The Marina Committee is aware that this lot will never be able to accommodate all of the Commercial Vendor patrons. The patrons can be directed to this lot, but once it is full they will find parking elsewhere which is beyond realistic control.

Duffy commented that if parking requirements are created based on the number of seats on the commercial boats, the current lot may be adequate.

Jackson noted that, if necessary, the long-term parking lot could also be considered available parking for the Marina.

Clove replied that the long-term lot is currently designated for stays greater than 48-hours and it would not be feasible for that lot to be used on a daily basis by boaters since it is quite a distance from the Marina. At the present time, launched boats are held at the ramp until the trailer is parked; if the boaters were required to park their trailers in the long-term parking lot and walk back to the Marina the length of the launch process could increase from 15-20 minutes to 45-60 minutes.

Extensive discussion continued with regard to the current Marina parking lot layout and new configuration options, and it was eventually the consensus that Anderson, Clove, and Cory Diltz should work together to determine how many additional spaces could be created if restriping were to occur. They will create applicable diagrams and bring them to the next Marina Committee Meeting. Duffy contended that if any parking lot expansion were to occur, it should include the creation of a sidewalk on the south edge of the lot.

Jackson requested that the Marina Committee define how they feel the number of parking spaces for Marina customers should be determined. Clove replied that he believes the calculation formula should be created by the Village Administrator; the Marina Committee will redesign the lot and determine how many spaces are available and then provide that information to the Administrator.

Duffy requested clarification as to why the Marina Committee is being asked to discuss the slip assignments for Commercial Vendors. Jackson replied that this item will remain as an agenda item, but may not actually be addressed until all vendors have provided the lengths of their vessels for the 2017 season.

Item No. 2. Discussion regarding a refund policy on Seasonal Tenants; consider an appropriate motion for action.

A copy of the refund policy, as written on the Seasonal Slip Renewal Application and the Marina Policies and Procedures Manual was included in the meeting packets, and the Committee members jointly reviewed these documents. During the review process Baker noted the following grammatical errors and Bell took note of all of them:

- Page 16, line 26/27 – remove parenthesis.
- Page 17, line 14 – remove parenthesis from around the date.
- Page 17, line 19 – should read "prior to placing the boat in the water."

The committee members also agreed that the dates delineated in the policy should be changed. After the amendments are made that portion policy should read as follows:

If, after paying your annual slip rental fee, the Village is notified in writing by May 1st of your desire to release the slip, 75% of that fee will be refunded. If notification is received between May 2nd and June 1st, 50% of the fee will be refunded, and after June 1st, no refunds will be allowed.

There is a seasonal tenant who requested that his 2016 seasonal slip fee be refunded in its entirety as he did not utilize his slip and it was rented to someone else. Duffy requested clarification of the provisions of the refund policy based on whether the slip was re-rented. Jackson replied that he believes the policy should be enforced regardless of rental status after the original release date. Clove commented that this is no different than a hotel reservation in that if you choose to cancel your

reservation; if a person chooses to cancel their reservation, some charges will still apply. He does not believe customers can expect the Marina to refund their slip because they have changed their mind and believes the Marina Committee would be going "above and beyond" by refunding 75% of the annual slip rental fee which was paid due to the time required to fill a slip for the season.

Jackson commented that at this tiem no refund has been issued to the previously mentioned individual. Nicole Krauel was first approached about the release of the slip at the end of July.

Extensive discussion ensued and during that time:

- Clove indicated he would have no problem issuing a refund based on the policy but he would not be willing to issue a full refund.
- Jackson indicated the best solution may be to issue a refund to the customer but impress upon the Marina Manager that in the future, the policy must be adhered to in all circumstances.
- Clove responded that under the circumstances, he would be willing to issue a 75% refund to the tenant.
- Duffy indicated 100% refund would be unreasonable because that is not an option anywhere in the policy. He could possibly entertain a 50% or 75% refund.
- Jungwirth noted that the tenant signed the contract on which the refund policy is clearly delineated. He believes a 50% refund would be considered generous, but he does not believe any type of refund is actually warranted.
- Baker asked if the slip was re-rented or remained vacant. Jackson confirmed that the slip was rented after it had been released.
- Anderson commented that Krauel was approached very late in the season, and the Marina was lucky to have been able to rent the slip.
- Clove requested Jackson inform the tenant of the provisions of the policy and inform him that the Marina Committee has authorized a 75% refund, as it is the maximum refund allowed to any seasonal tenant who releases a slip.
- Duffy commented that he believes it should be reinforced that no refund should be issued due to the time of the slip release and the Committee is going "above and beyond" by issuing a 75% refund as there were some Committee members who felt no refund was appropriate.
- Jackson then read the text message conversation between him and the Tenant aloud. In that conversation, the Tenant confirmed that Krauel was first contacted at the end of July about the release of the slip. The Tenant then agreed to allow Krauel to rent the slip to another boater as they did not need the slip. Jackson informed the Tenant that the refund would be need to be reviewed by the Marina Committee due to a policy conflict, and the tenant replied that the only reason the slip was released was because Krauel "guaranteed" a full refund.
- Clove noted that seasonal slip holders do not have the authority to provide input with regards to the rental of slips, especially after they have authorized the releases of their slip.
- Jungwirth commented that the refund procedure shouldn't be changed based on the

tenant.

- Anderson pointed out that the contract reads "after June 1st, no refunds will be given" and all tenants should read it prior to signing and accepting the terms.
- Clove stated "we are going to issue a 75% refund, as it is the maximum refund."
- Duffy commented that there are some seasonal slip holders who rarely use their boats but they continue to pay for the whole season.
- Finally Clove stated, "We are going to issue a 75% refund, as it is the maximum refund."
- Jackson stressed that the Marina is operated based upon "policy and procedure" not "lure and legend". No matter who you are, all parties are treated in the same manner. He then clarified that the Committee is willing to increase the refund to 75% of the total fee due to the communication errors and the recent staff turn-over.
- Duffy commented that if this were to be referred to the Village Board, the recommendation of the Marina Committee should probably be to not issue a refund at all due to the lack of written communication and the timing of the release request.
- Clove reiterated that the Tenant will be receiving the maximum refund available. He also pointed out the fact that if the Tenant were to attempt to pursue further action, it is quite possible that a refund would not even be considered.
- Jungwirth commented that a 75% refund is generous.
- Anderson stated that based on the timeline he does not believe a refund is warranted at all.
- Jackson interjected that he told the Tenant this refund would be considered by the Marina Committee based on the current policy, and the Tenant accepted the process.
- Clove then confirmed that the maximum refund will be issued; thereby allowing the benefit of the doubt to the Tenant.
- Duffy replied, "Well, a check should be drafted then, and this will be the end of this discussion."

Item No. 3. Discussion on ice inventory report; consider an appropriate motion for action.
A copy of the year-end ice inventory was included in the meeting packets, and the Committee members jointly reviewed this document. During the review process Jackson noted that he would like to make the Marina Committee aware of the fact that there is a shortage, either in bags of ice remaining or in reported ice sales, and this is the second year this has occurred. The discrepancy could be the result of several different factors, but no matter what, he believes all Marina staff members must be informed that any future shortages will be thoroughly investigated. Clove confirmed that the ice chests are locked except during festivals, during which a tally system is utilized. He also noted on occasion Marina staff has been known to create a note when accepting cash for products while the computer system is being used for reservations, but those sales should be recorded as soon as the register is available.

Discussion stated that he believes ice prices must be raised in 2017 as it appears that the current profit margin is only $0.10 per bag and $0.16 per block. [Subsequent research revealed that the cost is actually $0.90 per bag and $1.60 per block, which equates to a profit margin of $1.00 per bag and $1.24 per block.] Jackson commented

that the profit margin could be increased dramatically if the Marina were to bag its own ice. Clove replied that he does not believe the staff has the time to bag ice. It was eventually the consensus that the selling price for ice should be reconsidered before the commencement of next year's boating season. It was also the consensus that the new Marina Manager should be made aware of the fact that receipt and sales of ice will be tracked. Duffy commented that the new Marina Manager should be asked their opinion about the time available for Marina staff to bagging ice. Jackson will look into the cost of an ice machine and provide that information to the Committee members at the next Marina Committee meeting.

Item No. 4. Discussion regarding a Boathouse lease extension request from Scott and Mary Mueller; consider an appropriate motion for action.

A copy of the letter from Scott and Mary Mueller, together with list of the expenses they incurred for Boathouse upgrades in 2016 was included in the meeting packets, and the Committee members jointly reviewed these documents. During the review process Clove commented that the Muellers are currently renting the Boathouse under a 3-year contract and they have completed all the changes listed, which look "fantastic". The current lease will expire after the 2018 season, but the Muellers would like to extend their lease until 2023.

Duffy commented that some of the expenses were for items "of comfort" or "personal preference", the cost of which typically lies with the renter, and doesn't directly benefit the Village. Clove replied that value was created.

Anderson objected to the renewal, stating he would like the option of being able to remove the building prior to 2023, and Jungwirth agreed.

Duffy commented that he believes it is too soon to decide on a renewal of that length of time as the property will likely increase in value in coming years. Clove replied that the rental agreement with the Muellers has provided a higher profit margin rental through an agency, and he would not support utilization of a rental agency again.

Jackson commented that it is his understanding that the Muellers want to create a better plan for their future.

Clove noted that it might be too early to make this decision as we are only one year into the three year contract. It was his suggestion that the Muellers come back to the committee again in a year or so.

Clove noted that the Boathouse Lease states the rental fee includes access to a boat slip at the Marina. In the past the Boathouse slip was rented as a transient slip when the Boathouse tenants were not here, but the Muellers have recently purchased a larger boat. It is his understanding that they intend to leave their boat in the water for the entire season, and as a result of this change, transient dockage income for the Marina will be decreased.

Clove stated that he believes someone from the Village Office should send a letter to the Muellers to inform them that the Marina Committee is glad to have them as renters but the

Committee is not prepared to offer the type of extension they are requesting at this time. He also believes they should be informed that the Committee would be willing to revisit this topic at the end of the 2017 season. It was the consensus that this shall occur.

Clove noted that a tenant on "J Dock" took over the parking spaces at the Boathouse this past season stating, "The Muellers said I could park here". He does not believe this type of activity should be allowed and requested Jackson take follow-up action.

Item No. 5. Discussion on Marina Fest and recommendations of the Marina Fest Committee consider an appropriate motion for action.
Clove indicated that the Marina Fest Minutes will need approval by that Committee but he wished to make a correction; page 23, line 17 should show 176 raffle tickets were sold.

Jackson stated that the representatives for the non-profit organizations which participated in Marina Fest 2016 were not happy about the 2-day event. The Fire Department will be able to provide full service on Saturday but only partial service on Sunday and the other representatives felt similar with regards to Marina Fest in 2017; this opens the door for other vendors during the second day. Water Board Warriors will not return next year and the fireworks show will be coordinated in-house.

Item No. 8. a. Review of Marina Fest financial statements
A copy of the Marina Fest financials was included in the meeting packets, and the Committee members jointly reviewed this document. During the review process Clove commented that it was the most successful Marina Fest in history due to the support of members of the community and the Village. Jackson noted that Snowmobile Club's treasurer is in Panama, but it is his understanding that the club's profit percentage will be paid as soon as it's available. A billing error with regard to the Reserve Deputies who were assigned to work at Marina Fest still needs to be addressed.

Jungwirth requested clarification on the for-profit vendor process. Jackson replied that the for-profit vendors which participate in Marina Fest are required to pay a flat fee of $200.00 for space rental in addition to 10% of their gross. The non-profit organizations only pay 10% of their net. Duffy commented that if donations were to return to the normal $6,000.00 instead of the exceptional $10,000.00 for this year, the removal of Water Board Warriors in addition to the firework changes should allow the festival to remain profitable.

Item No. 6. Report from the Marina Manager
Based upon decisions that were made by the Village's Personnel Committee and the Village Board the Marina Manager position is currently vacant. Jackson has posted a help wanted advertisement on Facebook and a printed advertisement will be published in Friday's newspaper. Diltz inquired as to details of the position, and Clove responded that it is a year-round position; preference will be given to someone with a boating history and management experience, and more information will be available in the advertisement.

Item No. 7. Report from the Marina Committee Chair
Clove commented that he was contacted by Kevin Grant, the owner of "Hat Trick", because he is looking to possibly purchase a 100-foot boat and would like to stay in Sister Bay. Clove

measured the current side wall and felt there would be enough room for a 100-foot boat in that area. He is recommending that if Grant does bring a larger boat to the Marina he should be charged based on the slip length, (the seasonal rental fee) instead by the boat length, (the transient rental fee) for any additional space required. Bell clarified that any additional dock space required for Grant's new boat would be re-classified from transient dockage to seasonal dockage, and the Committee indicated that was correct.

Clove also noted that there was discussion between himself and Grant with regard to the "wash" at the gate by 'A Dock' as it has caused drafting issues. It was the consensus that this issue should be fully addressed prior to next season. Jackson noted that he has contacted the DNR to see if any permits are required. Duffy noted that it is his understanding that a "bulkhead line" was created a few years ago to allow for ownership and maintenance control of the sea bed for a 5-year period.

Item No. 8. Review of financial statements.
A copy of the Marina Financials was included in the meeting packet and an Aging Report was given to all members at the start of the meeting. The Committee members jointly reviewed these documents, and during the review process Jackson commented that the aging report was prepared as the marina records were evaluated by office staff members. The invoices listed on the report are items which were not invoiced between August 2016 and October 2016 by the former Marina Manager. Clove requested this report be available at the next meeting to identify the success of collecting the outstanding funds. Clove would like it to be clear to the new Marina Manager that all transient fees will be billed and paid for at the time of dockage. Jackson commented that there should be no additional significant expenses for the Marina, but revenues are expected to rise based on the payment of the indicated invoices.

Clove pointed out that the Marina had a record year with a $7,000.00 profit. Some of this can be attributed to Duffy the changes which were made to the PILOT program.

Jackson noted that the $200,000.00 depreciation expense is a non-cash expense which needs to be included in the report.

Duffy requested that a Balance Sheet be included in the packets for the next meeting of the Marina Committee, and the other Committee member concurred.

Item No. 9. Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or Employee.
The next meeting of the Marina Committee will be held on January 10, 2017 at 3:00 P.M.

It was the consensus that the following matters shall be placed on a future agenda or referred to a Committee, Official, or Employee.

- *Review of seasonal slip deposits received and invoices that will be sent for 2017.*
- *Clove, Anderson, and Diltz will present new parking lot layout diagrams.*
- *Discussion regarding the slip assignments for Commercial Vendors.*
- *A financial report which includes a Balance Sheet shall be provided on a quarterly basis.*
- *An Aging report for outstanding invoices.*

- *A discussion shall take place regarding marketing for the Marina for the 2017 season.*
- *A report shall be provided regarding the progress which is being made on the redesign of the Marina's website. Jackson commented this may not be available until a new Marina Manager is hired.*

Adjournment:
A motion was made by Duffy, seconded by Anderson, that the December 13, 2016 meeting of the Marina Committee be adjourned at 5:15 P.M.

Respectfully submitted,

Anastasia Bell
Enterprise Clerk

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, NOVEMBER 2, 2016
SISTER BAY FIRE STATION – 2258 MILL ROAD
(*APPROVAL PENDING*)

Present: Committee members John Clove and Sharon Doersching. Acting Chair Denise Bhirdo arrived at 5:46 P.M.

Excused: Committee Chair Dave Lienau

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

Others: Pat Duffy, Chris Hecht, Susan Armour, Ron Kane, Britt and Sara Unkefer, Dave Kaster, Al Gokey, and Rick Wiley.

At 5:40 P.M. Jackson noted that Lienau just informed him that something had come up and he would not be able to attend this meeting. Lienau had requested that Bhirdo chair the meeting in his absence, but she informed Jackson that she had another engagement and might be late. Since there were quorum issues the determination was made that agenda items which would not require formal Committee action would be addressed prior to Bhirdo's arrival.

Item No. 8. Report from staff on parks, properties and streets activities:
Mann gave the following oral report:

- Memorial Benches
  To date twenty-three new bench pads have been poured. In accord with the Committee's directives, he and Bhirdo determined where the benches which were removed when work was done on the Bay Shore Drive Reconstruction Project should be installed. All concrete was mixed by hand, which resulted in savings of approximately $1,000.00 being realized.

- Marina Repairs – "A" Dock
  To prevent ice damage, approximately one hundred ninety (190) 4" X 8" wood bumpers on "A" Dock were cut off and lifted approximately 10 to 12 inches above the water line.

- Fall Fest
  He is happy to report that the Parks Department employees made it through another Fall Fest. (This was the 38th Fall Fest he has worked for. . .)

- Winterization
  All seasonal Village owned buildings have been drained and put to rest for another season. The sprinkler lines and all of the water lines at the Marina have also been drained. Scott Mueller, who rents The Boathouse, asked that the heat be left on in that building and the thermostat set to 55 degrees for the winter. The Muellers will pay the propane bill.

- Foot Wash Stations
  Mike Lundquist plans on abandoning the well in Waterfront Park which is by the Pavilion ASAP. The cost of abandonment will range from $1,000.00 to $2,000.00. He spoke with representatives of The Sprinkler Company, and they gave him a verbal estimate of approximately $4,000.00 for the cost of running the applicable lines. Their equipment will be in the area in the near future, so considerable cost savings could be realized if the lines are run now.

Bhirdo arrived at 5:46 P.M., and upon her arrival the meeting was formally called to order.

Approval of Agenda:
A motion was made by Clove, seconded by Doersching that the Agenda for the November 2, 2016 meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried – All ayes.

Approval of Minutes as published:
As to the minutes for the September 7, 2016 meeting of the Parks, Properties & Streets Committee:
Clove stated that he believes the sentence which begins on Line 9 – Page 3 of the September 7, 2016 minutes should read:

> *"Lienau agreed that hourly allocations should be made for any work the Parks Department employees do at the Marina and stated that he does not believe charge-out rates should come into play at all."*

He also noted that he believes the sentence which begins on Line 12 – Page 3 of the previously mentioned minutes should read:

> *"It was eventually the consensus that the Parks allocation to the Marina shall solely be based upon the designated hourly wage(s) for the employee(s) doing the work."*

A motion was made by Doersching, seconded by Clove that the minutes for the September 7, 2016 meeting of the Parks, Properties & Streets Committee Meeting be approved as amended. Motion carried – All ayes.

Comments, correspondence and concerns from the public:
Bhirdo asked if anyone wished to address a non-agenda item. No one responded. She then asked if any correspondence had been received.

Jackson noted that Britt Maltby had sent a letter requesting that a second volleyball net be installed in the area north of the Village Hall. It was the consensus that additional volleyball net placements shall be addressed at a future meeting of the Parks Committee.

Business Items:

Item No. 1. Presentation by Susan Armour from the Sister Bay Historical Society regarding a plan to place historical placards on Village properties; Consider an appropriate motion for action:

Susan Armour noted that the members of the Sister Bay Historical Society would like to see historical placards displayed on the Village Hall, the Administration Building, the Post Office, the Information Booth and some of the other privately owned older buildings in the Village. The placards, which would be referred to during the Historical Society's walking tours of the Village, will be bronze with gold trim and they will cost $249.00 each. Armour presented an example of the type of placard the members of the Historical Society are considering, and also presented a copy of a document on which the eligibility requirements for obtaining a placard are delineated. She also noted that it will be the responsibility of the property owners to purchase any placards which are erected.

A motion was made by Bhirdo, seconded by Doersching that the Parks Committee would like to see the brass placards Susan Armour mentioned at this meeting displayed on the Village Hall, the Administration Building, the Post Office and the Information Booth, and recommends that the Finance Committee allocate $996.00 for such a purchase. Motion carried – All ayes.

Item No. 2. Discussion with Al Gokey regarding restrooms in Waterfront Park; Consider a motion for action if necessary:

Item No. 5. Review of the draft Waterfront Park Master Plan Map; Consider relevant motions for action:

In accord with the Committee's directives, Al Gokey was asked to produce an architectural rendering of a proposed restroom to be constructed in Waterfront Park. That rendering was included in the meeting packets. A draft of a Waterfront Park Master Plan Map was also included in the meeting packets, and the Committee members jointly reviewed all of that documentation.

During the review process Gokey noted that the architectural rendering of the proposed restroom depicts a larger dressing room than had originally been considered. The architectural rendering also depicts the use of Door County stone and Smart Siding on the exterior of the building. It is his understanding that the new restroom will be constructed next to the existing restrooms in what is commonly referred to as "Hendrickson Park", but is concerned that if Door County stone is utilized that may not be aesthetically pleasing as the buildings will not match. It was eventually the consensus that instead of Door County stone, cultured stone which resembles the exterior of the existing restrooms shall be utilized on the new building.

If the Waterfront Master Plan is adopted as presented the new restroom will have to be redesigned as it will not fit in the designated location. The Committee members suggested that if this becomes necessary more stalls be created in the family restroom area. They also suggested that at least one baby changing station be installed.

Doersching and Bhirdo noted that they believe it makes the most sense for Gokey to construct the new restroom next to the existing restrooms as there is a definite need for

such facilities downtown, and that appears to be the most cost-effective measure.

Pat Duffy strongly urged the Committee members to reconsider the location for the new restrooms. There are a number of kids who play in the area north of the Village Hall, and he firmly believes that might be a better location for additional restrooms, especially since the Village Hall restrooms are in dire need of upgrades and also get a considerable amount of use.

Dave Kaster suggested that the existing restrooms be designated for use by men, and that the new restrooms be designated for use by women and families. Several of the Committee members stated that they like that idea very much. Mann adamantly voiced opposition to this option as he believes a number of cleaning and logistical issues will come into play. He suggested that further research be done regarding this issue, and the Committee members asked that he contact other Facilities Managers who regularly deal with having to clean and maintain multiple restrooms and report his findings at a future meeting of the Committee.

Jackson noted that if the Waterfront Master Plan is adopted as presented Post Office Lane will eventually have to be abandoned. If any parking is provided in that area a number of safety concerns will have to be taken into consideration. It was the consensus that as much parking as possible shall be created in that area of the park, but as much green space as possible shall be maintained, and any and all safety factors must be taken into consideration.

Britt Unkefer noted that he is not prepared to commit to anything with respect to abandonment of Post Office Lane at this time. He also noted that there is a definite need for additional public restrooms in the downtown area as the restrooms at The Wild Tomato get a lot of use. Even if the Waterfront Master Plan is adopted as presented and Post Office Lane is abandoned he still believes there will be safety concerns as the Post Office is very busy. Making a left turn in that area of the Village will still be nearly impossible, and, no matter what, vision issues will still come into play. Some of the Committee members suggested that it might help if the public Post Office boxes were moved to a different location.

Lengthy discussion took place regarding potential restroom design and location, and finally Gokey was asked to see that new architectural renderings are prepared for a restroom building which is designated for use by women and families. That building shall contain all the features which were agreed upon at this meeting, and the exterior of it shall match the appearance and width of the existing restrooms in Waterfront Park. Gokey shall also see that an estimate for the cost of installing gray or black architectural shingles on the existing restrooms as well as the new restroom building is prepared and provided to Jackson ASAP.

A motion was made by Bhirdo, seconded by Doersching that the Parks Committee approves the draft of the Waterfront Parks Master Plan which was reviewed at this meeting, on the condition that additional parking shall be added behind the Post Office and a location shall be designated for additional restrooms near/at the Village Hall. The recommended parking additions are depicted on the drawing which was prepared by Jackson at this meeting, and a copy that drawing is hereby

attached and incorporated by reference. Motion carried – All ayes.

The Committee members requested that the Unkefers and Jackson negotiate the Post Office Lane right-of-way issue ASAP, and also requested that Jackson keep the Village Board advised of the status of that issue.

Item No. 6. Discussion on placement of a fence in Waterfront Park; Consider an appropriate motion for action:

The Wild Tomato commenced full operations in the summer of 2016. As operations and "the season" ramped up, it became apparent that the volume of garbage and ancillary equipment stored on The Wild Tomato property would be more than the existing/planned side yard fence could adequately screen. Having no immediate solution that would facilitate the Village's need to have the unsightly accessories screened and facilitate the operational demands of a brand new business, Jackson made the decision that the owners of The Wild Tomato could construct a fence in an area which he believed was close to the property line. At that time he assumed that the location of the fence could be re-adjusted at a later date. A permit was not formally issued for the fence as Britt Unkefer seemed to be amendable to adjusting the fence location at a later date. Shortly after Fall Fest Jackson met with Unkefer and they discussed a number of logistical issues which had arisen with respect to trash service at the Wild Tomato, material storage, loading and unloading, and effective aesthetic screening which is compliant with Village Ordinances. Unkefer has agreed to take down the south fence, and as the Village contemplates work based on the Waterfront Master Plan, Village officials should be mindful of the right-of-way in Post Office Lane. For the Village to be able to abandon Post Office Lane, a Waiver of Rights from the owners of The Wild Tomato will be required, and they likely will want to see an adjustment to their existing storage area.

Unkefer noted that the fence in question, which was intended to be temporary, has been taken down, and agreed that some type of screening is required for garbage and recycling receptacles as well as beer kegs and ancillary equipment. There is a fence which is on the property line which runs parallel to the Hendrickson Park restrooms, and if Cedar trees are taken down and that fence is extended he would be able to provide the additional screening. It was the consensus that if this is the route Unkefer wishes to go he shall see that a Zoning Permit Application is completed and submitted to Jackson in a timely fashion.

Item No. 3. Presentation by representatives of Dimension IV regarding an arch entrance for Waterfront Park; Consider an appropriate motion for action:

Artists renderings of potential arches for Waterfront Park which were prepared by Dan Roarty of Dimension IV were included in the meeting packets, and the Committee members jointly reviewed all of those documents. It was the consensus that the arch depicted on Page 14 of the digital meeting packets is preferred, but that the arch and supporting posts shall be black metal. It was also the consensus that silver or light gray letters shall be installed on both sides of the arch, and that lights which match the existing street lights shall be utilized on the structure.

Item No. 4. Review of the results of the Waterfront Park Use Survey which was conducted by the SBAA; Discussion on an RFP for vendors in Waterfront Park; Consider relevant motions for action:

A motion was made by Bhirdo, seconded by Clove that Agenda Item No. 4 – Review of the results of the Waterfront Park Use Survey which was conducted by the SBAA; Discussion on an RFP for vendors in Waterfront Park; Consider relevant motions for action shall be tabled until a future meeting of the Parks Committee. Motion carried – All ayes.

Item No. 7. Discussion regarding parklands and control over facilities; Consider an appropriate motion for action:

A motion was made by Doersching, seconded by Clove that Agenda Item No. 7 – Discussion regarding parklands and control over facilities; Consider an appropriate motion for action, shall be tabled until a future meeting of the Parks Committee. Motion carried – All ayes.

Continuation of Item No. 8. Report from staff on parks, properties and streets activities:

- Foot Wash Stations

  It was the consensus that Mann shall see that the lines for the foot wash stations are installed ASAP.

- Seasonal Decorations

  Seasonal decorations will be going up as soon as the work at the Marina is completed. The small Christmas trees should arrive on November 7, 2016. Last year complaints were received that some businesses got multiple trees and others did not. In accord with the Committee's directives Mann presented a draft of a letter he is intending to send to business owners who normally received multiple trees. That letter states that only one tree will be provided per business this year. The Committee members jointly reviewed the letter and it was the consensus that it should not be sent. Doersching and Bhirdo stated that they want placement of the Village's Christmas trees to have a uniform appearance, and, therefore, Mann should determine the intervals at which the trees will be erected and adhere to that policy.

  Mann indicated that he would like to create and erect a multi-colored holiday tunnel downtown, and it was the consensus that that would be a great idea. It was the consensus that up to $1,500.00 may be spent on the required materials.

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

It was the consensus that the following issues shall be addressed at a future meeting of the Parks Committee or referred to a committee, official or employee:

- *Discussion regarding additional volleyball net locations will be addressed at a future meeting of the Parks Committee.*
- *The Parks Committee's recommendation concerning the purchase of historical placards for the Village Hall, the Post Office, the Administration Building and the Information Booth shall be referred to the Finance Committee and the Plan Commission.*

- *Mann shall consult with other Facilities Managers who regularly deal with having to maintain multiple restrooms and report his findings at a future meeting of the Committee.*
- *The Unkefers and Jackson shall negotiate the Post Office Lane right-of-way issue, and Jackson shall see that a report on the status of that issue is given to the Village Board ASAP.*
- *Review of the results of the Waterfront Park Use Survey which was conducted by the SBAA; Discussion on an RFP for vendors in Waterfront Park; Consider relevant motions for action shall be addressed at a future meeting of the Parks Committee.*
- *Discussion regarding parklands and control over facilities; Consider an appropriate motion for action shall be addressed at a future meeting of the Parks Committee.*
- *Doersching indicated that she would like to see a planting diagram and plant species listing for each of the Village's flowerbeds.*
- *Discussion regarding decorations to be placed on the new light poles in 2017; Consider a motion for action shall be addressed at a future meeting of the Parks Committee.*

Adjournment:

A motion was made by Clove, seconded by Doersching to adjourn the November 2, 2016 meeting of the Parks Committee at 8:35 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Assistant Administrator

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, DECEMBER 7, 2016
SISTER BAY FIRE STATION – 2258 MILL ROAD
(APPROVAL PENDING)

The December 7, 2016 meeting of the Parks, Properties & Streets Committee was called to order by Committee Chair Dave Lienau at 5:30 P.M.

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

Staff Members: Village Administrator Zeke Jackson, Facilities Manager Steve Mann, Maintenance Technician II Joe Felhofer, and Assistant Administrator Janal Suppanz.

Others: Kathy Enquist, Ron Kane, Shane Solomon, Ava Jackson and Suzie Sunstrom.

Approval of Agenda:
A motion was made by Clove, seconded by Doersching that the Agenda for the December 7, 2016 meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried – All ayes.

Approval of Minutes as published:
As to the minutes for the November 2, 2016 meeting of the Parks, Properties & Streets Committee:
A motion was made by Clove, seconded by Bhirdo that the minutes for the November 2, 2016 meeting of the Parks, Properties & Streets Committee Meeting be approved as presented. Motion carried – All ayes.

Comments, correspondence and concerns from the public:
Lienau stated that no correspondence had been received, and then asked if anyone wished to address a non-agenda item.

Kathy Enquist noted that the Door County Visitor Bureau is running a "Vote For Your Favorite Community" contest and encouraged everyone to participate in that contest. At the present time the Village of Sister Bay is in the lead.

Shane Solomon indicated that he and several other people believe it would be a good idea to create a nine hole disc golf course out at the Sport Complex. He then distributed a packet of information regarding that matter, and pointed out that nine "top of the line" disc cages would cost approximately $4,500.00. There are individuals and business owners who have informed Solomon that they would be willing to work on a fundraising campaign for the course, and he asked if the Village would be willing to provide matching funds. Jackson noted that before any decisions are made regarding Solomon's funding request a site plan should be approved by the Parks Committee. To that end Solomon will meet with the employees at the Maintenance Department in the near future to determine an applicable location for the course and see that a site plan is prepared. Once the plan has been created it will be provided to Jackson, who will see

that the matter is included on the agenda for a future Parks Committee Meeting.

Item No. 1. Consideration of a request from a representative of Suzie's Crafters & Knitters to charge reduced continuous use fees for the meeting rooms at the Fire Station; Consider a motion for action if appropriate:
The members of "Suzie's Knitters and Crafters" have been using the Fire Station for regular knitting/crafting sessions for several years now, and from time to time members of the group do volunteer work for the Fire Department. Some of the members of the group have mobility issues, and they really like how easy it is to gain access to the Fire Station. They realize that there was a need to revise the Village's Facility Use Fee Schedule and don't have a problem with paying a use fee of $5 per four hour time slot, but believe the $500 security deposit which is delineated on the revised Facility Use Fee Schedule is "a bit steep". There is a provision at the bottom of the revised schedule which states, "Organizers of any on-going events may contract with the Village for better rates.", and, therefore, Suzie Sunstrom asked if the Parks Committee would consider reducing the amount of the required security deposit.

A motion was made by Bhirdo, seconded by Clove that the Parks Committee has determined that the $100.00 security deposit which was posted by Suzie's Crafters and Knitters for regular use of a meeting room at the Sister Bay-Liberty Grove Fire Station several years ago is sufficient. In accord with the Village's revised Facility Use Fee Schedule Suzie's Knitters and Crafters will be charged a fee of $5.00 per four hour time slot, and payments shall be submitted to the Village Clerk-Treasurer on a monthly basis. Motion carried – All ayes.

Item No. 2. Discussion with representatives of the SBAA regarding light pole banners/flags; Consider a motion for action if appropriate:
SBAA representatives saw that a sample banner was erected at the corner of Mill Road and N. Bay Shore Drive. Unfortunately it appears that banners which are sized for the Village's banner arms are quite small and tend to get lost as they are on the inside of the poles. The SBAA Board of Directors has suggested that instead of banners Village officials consider erecting colorful seasonal flags on the light poles "uptown" as well as "downtown". If the revised plan were implemented colorful embellishments could still be installed on the banner arms.

It was the consensus that the Committee members should think about this issue and be prepared to address it at length at a future Parks Committee Meeting(s). In the meantime the Committee members will go to the corner of N. Bay Shore Drive and Mill Road to look at the sample banner which has been erected.

Item No. 3. Discussion regarding volleyball net placement; Consider a motion for action if appropriate:
A motion was made by Doersching, seconded by Clove that a second volleyball net shall be installed in the area north of the Village Hall in Waterfront Park. Motion carried – All ayes.

At 6:09 P.M. a brief recess was taken and the Committee members reconvened at 6:12 P.M.

Item No. 4. Discussion regarding landscaping in Waterfront Park for 2017; Consider a motion for action if appropriate:
Doersching indicated that she believes before any landscaping or flowerbed work is done in Waterfront Park in 2017 a formal landscaping plan and species listing should be prepared. She also noted that she believes more trees should be planted in Waterfront Park. Clove expressed concerns that the view of the water could be compromised if too many trees are planted.

It was the consensus that Ivan Bridenhagen shall be asked to provide a flower bed proposal to Jackson by February 1, 2017. The proposal shall include planting diagrams and species listings, and Bhirdo and Doersching will see that a preferred species listing is prepared and provide it to Jackson ASAP. Once Bridenhagen's proposal has been received it will be referred to the Parks Committee. In late spring/early summer of 2017 the Committee members will take a walking tour of Waterfront Park and make a determination as to whether any additional trees should be planted. If the determination is made that more trees are needed specific planting locations and species preferences will be designated.

Item No. 5. Discussion regarding Christmas decorations for 2017; Consider a motion for action if appropriate:
Ron Kane indicated that he believes this year's Village Christmas decorations are "spectacular" and the Maintenance Department workers deserve a number of "at-a-boys". The Committee members agreed and publicly thanked the Maintenance Department employees for all their efforts.

Doersching suggested that in 2017 more artificial garland and wreaths be purchased for all the new light poles. Bhirdo stated that she is "not a fan" of wreaths and suggested that other pole decorations be considered.

Mann noted that he has heard several different suggestions from Committee members and Trustees about the type of additional Christmas decorations they would like to see erected in the Village. He then presented a few catalogs and requested that the Parks Committee members review those catalogs and tell him what decorations they actually want. He also noted that the LED lights on the large community Christmas tree are "on their last legs" and must be replaced. If the Committee members would like to see another community Christmas tree erected next year a large portion of the money budgeted for Christmas decorations will be substantially depleted.

Bhirdo indicated that she believes the "white light theme" on the small Christmas trees should be continued. Discussion took place regarding this issue, and Mann noted that the small tree project is quite labor intensive. It took Parks Department personnel approximately six days to put all of the trees up and install the lights on them. The cost associated with that project was approximately $1,800.00.

Doersching suggested that next year the majority of the small trees be eliminated in the downtown area but that trees still be installed "uptown". It was the consensus that this was a good idea.

Lienau noted that some people have expressed interest in making donations for expanded holiday decorations. It was the consensus that Christmas decoration donation boxes shall be placed in prominent locations downtown. It was also the consensus that the fact that donations will be accepted for Christmas decorations should be publicized.

Mann was asked to prepare a proposed Christmas decorating plan for next year. That document will be reviewed at a future meeting of the Parks Committee.

A motion was made by Clove, seconded by Doersching that the Parks Committee is recommending that the amount designated for seasonal decorations in the 2017 budget be increased by $15,000.00. Motion carried – All ayes.

Item No. 6. Review of the results of the Waterfront Park Use Survey which was conducted by the SBAA; Discussion on an RFP for vendors in Waterfront Park; Consider relevant motions for action:

In accord with the request of the Waterfront Oversight Committee and the Parks Committee the SBAA conducted a Waterfront Park Use Survey, and a copy of an applicable report was included in the meeting packets. A proposed RFP for vendors was also included in the meeting packets, and the Committee members jointly reviewed that document. During the review process a few revisions were suggested and Jackson took note of all of them. The SBAA Board of Directors has respectfully declined the opportunity to be involved in the RFP selection process.

A motion was made by Clove, seconded by Bhirdo that the RFP for vendors in Waterfront Park which was reviewed at this meeting shall be released ASAP and the due date for proposals shall be January 31, 2017. Motion carried with Doersching opposed.

Item No. 7. Discussion regarding the draft Waterfront Park Master Plan Map; Consider relevant motions for action:

A draft of the revised Waterfront Park Master Plan was included in the meeting packets, and the Committee members jointly reviewed that document. During the review process the Committee members indicated that they would like to see a potential location for future restrooms depicted by the Village Hall.

At 7:31 P.M. a brief recess was taken and the Committee members reconvened at 7:40 P.M.

The Committee members indicated that they believe it would be very helpful if an additional Post Office mailbox were to be installed downtown. Jackson indicated that he will discuss this issue with the Post Master and report his findings to the Committee ASAP.

A motion was made by Bhirdo, seconded by Doersching that the Parks Committee recommends that the Waterfront Park Master Plan which was reviewed at this meeting be approved as amended. Motion carried – All ayes.

Item No. 8. Discussion regarding parklands and control over facilities; Consider an appropriate motion for action:

The question arose as to who has control over the Marina parking lot as a new commercial vendor with a large boat will be coming to the Marina. Discussion took place regarding this issue, and it

was eventually the consensus that the Marina Committee should be prepared to make an applicable proposal to the Parking Committee.

Item No. 9. Discussion regarding dog park and Village facilities directional signage; Consider appropriate motions for action:
Doersching indicated that she would like to see signage which directs people to Village facilities erected in the Village. It was the consensus that this issue shall be addressed at a future meeting of the Parks Committee.

A motion was made by Bhirdo, seconded by Doersching that the Dog Park signage which states that proof of vaccinations and licensing must be provided for dogs who utilize the Dog Park shall be removed. Motion carried – All ayes.

Item No. 10. Report from staff on parks, properties and streets activities:
Mann gave the following oral report:

- Marina
  It his understanding that all boats should have been removed from the Marina by October 25, 2016. There were some boats remaining after that date, so the employees in the Village Office made repeated calls to the owners, and their boats were finally removed by November 2, 2016. Several of those individuals stated that the Marina Manager told them they could leave their boats in the water until November 1, 2016. The lateness in removing the boats made it difficult to remove slips and "put the Marina to rest" for the winter.

- Installation of Snow Fences
  Snow fences were put up during the week of November 28, 2016 through December 2, 2016.

- Tree Cutting
  Four trees were recently cut down by employees from Timberline Tree Service. One tree was by the Post Office propane tank, two were by the Wild Tomato, and one was by the power lines in the Mill Road parking lot. The wood from the downed trees will be split and used at the Ice Rink fire pit this winter.

- Smoke Testing on Bay Shore Drive
  The Utilities employees did smoke testing on Bay Shore Drive recently and discovered that all three toilets in the Women's Restroom at the Marina as well as a urinal in the Village Hall basement leak. New wax rings should fix the problem at the Marina, and the Maintenance Department employees are capable of performing the required work. On the other hand, the urinal repair project could involve jack hammering the floor and replacing fixtures and fittings as well as the trap, and it probably will be necessary for Mann to consult with a plumber. A copy of the smoke testing report which was received from the Utilities Department was included in the meeting packets.

It was the consensus that the Maintenance Department employees shall perform the required work in the Women's Restroom at the Marina, but that for now nothing shall be done about the urinal at the Village Hall.

- Marina Fest Tent Placement

  Unfortunately the Marina Fest tent between Lienau Hill and the Boat Rental Kiosk extended past the designated tent area and a water line which was by the sidewalk was struck. Maintenance Department employees will be able to do the repair work, but in the future it would be advisable to not allow such extensions as water line repairs can become very costly and time consuming.

- Flower Beds

  All the Village's flower beds have been "put to sleep" for the winter.

- Research Regarding Maintenance of Multiple Restrooms

  As requested Felhofer and Mann went to Peninsula State Park and spoke with the Ranger on duty, who informed them that they don't have unisex bathrooms; but they do have unisex showers. Mann also attempted to contact Steve Higginbotham, the former Maintenance Director at Gibraltar School, but hasn't been able to reach him yet.

- Christmas Tree Pick-Up

  For several years the Village has provided a live Christmas tree pick-up service for Village residents and business owners. Two years ago very few Christmas trees were placed curbside, so last year Village property owners who wished to have Village employees pick-up and dispose of their trees were asked to call the Village Office. There were only nine people who called.

  Lienau indicated that he believes the same policy as last year should be adhered to, and the other Committee members agreed. The fact that Village residents wishing to have their Christmas trees picked up should call the Village Office will be mentioned in Sven's column and an applicable poster will also be created.

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

It was the consensus that:

- *Discussion regarding creation of a disc golf course at the Sports Complex; Consider a motion for action if appropriate shall be added to the Agenda for a future meeting of the Parks Committee.*
- *Discussion with representatives of the SBAA regarding light pole banners/flags; Consider a motion for action if appropriate shall be added to the Agenda for a future meeting of the Parks Committee.*
- *In late spring/early summer of 2017 the Parks Committee members will take a walking tour of Waterfront Park and make a determination as to whether any additional trees should be planted. If the determination is made that more trees are needed specific planting locations and species preferences will be designated.*

- *Bhirdo and Doersching will see that a preferred flowerbed species listing for 2017 is prepared and provided to Jackson ASAP, and Ivan Bridenhagen of Bridenhagen Landscaping will be asked to provide a proposal which includes planting diagrams for all the stated plants to Jackson by February 1, 2017. Once Bridenhagen's proposal has been received it will be referred to the Parks Committee.*
- *Mann was asked to prepare a Christmas Decorating Master Plan which incorporates any new decorations he would like to erect next year. That document will likewise be reviewed by the Parks Committee at a future meeting(s).*
- *The members of the Marina Committee will be informed that they should be prepared to make a proposal to the Parking Committee at some point regarding the use of the Marina Parking Lot by the new commercial vendor whose proposal was recently accepted.*
- *Discussion regarding erection of signage which directs people to Village facilities; Consider a motion for action will be addressed at a future meeting of the Parks Committee.*

Adjournment:

A motion was made by Clove, seconded by Bhirdo to adjourn the December 7, 2016 meeting of the Parks Committee at 8:19 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Assistant Administrator

PARKS, PROPERTIES & STREETS COMMITTEE MEETING MINUTES
WEDNESDAY, JANUARY 4, 2017
SISTER BAY FIRE STATION – 2258 MILL ROAD
(*APPROVAL PENDING*)

The January 4, 2017 meeting of the Parks, Properties & Streets Committee was called to order by Committee Chair Dave Lienau at 2:36 P.M.

Present: Committee Chair Dave Lienau and members Denise Bhirdo, and John Clove.

Excused: Sharon Doersching

Staff Members: Village Administrator Zeke Jackson, Facilities Manager Steve Mann, and Maintenance Technician II Joe Felhofer.

Others: Kathy Enquist, Chris Milligan, Rob Zoschke and Jordan Zacek.

Approval of Agenda:
A motion was made by Bhirdo, seconded by Clove that the Agenda for the January 4, 2017 meeting of the Parks, Properties & Streets Committee be approved as presented. Motion carried – All ayes.

Approval of Minutes as published:
As to the minutes for the December 7, 2016 meeting of the Parks, Properties & Streets Committee:
A motion was made by Clove, seconded by Bhirdo that the minutes for the December 7, 2016 meeting of the Parks, Properties & Streets Committee Meeting be approved as presented. Motion carried – All ayes.

Comments, correspondence and concerns from the public:
Lienau stated that no correspondence had been received, and then asked if anyone wished to address a non-agenda item.

Clove noted that the Marina Committee has been asked to determine if it would be possible to create more parking spaces at the Marina by reconfiguring the designated parking areas for vehicles and trailers. He and some other individuals have been working on the lot reconfiguration project, and they determined that if six of the existing trailer parking spaces which are not utilized very often are eliminated there will be room for thirty-nine additional vehicle parking spaces. The parking lot reconfiguration proposal will be submitted to the members of the Marina Committee at their next meeting, and a formal recommendation will be made to the Parking Committee in the near future.

Item No. 1. Discussion regarding Christmas decorations; Consider a motion for action if appropriate:
Clove reiterated that he believes the Village's Christmas light displays are "spectacular" and thanked the Maintenance Department employees for all their efforts.

At the last meeting the decision was made that small trees should no longer be displayed in the downtown area. The suggestion was also made that some pre-fabricated Christmas decorations be purchased, and Jackson and Mann requested that the Committee members think about this issue and provide input on the type of pre-fabricated decorations they would like to see. During discussion the following suggestions were made:

- Bhirdo, Clove and Lienau indicated that they do not want to see wreaths displayed on the lamp posts, but believe more lights should be added to the garland which is wrapped around those posts.
- Lienau indicated that he would like to see some "dancing trees" which are similar to those displayed at Sea World erected in the downtown area. He recently discovered that the gentleman who put the Sea World light show together has retired and now lives in Fish Creek. The former Sea World employee informed Lienau that he would be happy to meet with the members of the Parks Committee to discuss the logistical issues associated with creating a "dancing tree" display, and the Committee members requested that Jackson invite him to a future Parks Committee Meeting.
- It was the consensus that in the future more lighted decorations should be added to the Village's green space areas.

A motion was made by Clove, seconded by Bhirdo that a Three Year Christmas Decorating Master Plan shall be created for the Village of Sister Bay, and Mann and Jackson shall see that a draft of that plan is presented to the Parks Committee ASAP. Donations will be solicited for the decorations which are delineated on the Three Year Master Plan, and initially any donations which are received will be ear-marked for the purchase of a large artificial pre-lit community Christmas tree. Motion carried – All ayes.

Item No. 2. Discussion regarding banners and flags on light poles; Consider a motion for action if appropriate:

The SBAA Board of Directors has recommended that flags rather than banners be displayed on the lamp posts in the downtown area. Flags would be far less expensive and it might be possible to display them "uptown" as well as "downtown", thus creating a unified look throughout the community. During discussion Mann noted that the Village already has several large Scandinavian flags. Rob Zoschke noted that if Scandinavian flags are displayed he believes an equal number of American flags should be interspersed with them. Several of the Committee members indicated that they would like to see American flags displayed on all the lamp posts on National holidays.

A motion was made by Bhirdo, seconded by Clove that flags rather than banners shall be displayed on the lamp posts along Bay Shore Drive, and, to that end all the banner brackets shall be removed from the new lamp posts. Motion carried – All ayes.

A motion was made by Clove, seconded by Bhirdo that the SBAA Board of Directors shall be asked to make a recommendation regarding the type and number of flags they would like to see displayed in the Village, and shall also be asked to provide a cost estimate for the preferred flags. Motion carried – All ayes.

Discussion took place regarding the possibility of Village businesses again displaying identical "OPEN" flags, and Milligan indicated that he has obtained new red, white and blue "OPEN" flags. The SBAA members have been informed that the flags will be provided to them free of charge, but they will have to pick them up at the SBAA Office. Before any new "OPEN" flags are ordered Milligan will see that a referral is made to the Parks Committee so that a concerted effort can be made to create a coordinated look with the flags which are displayed on the lamp posts.

Item No. 3. Discussion on establishment of a disc golf course at the Sports Complex; Consider a motion for action if appropriate:
Jordan Zacek appeared on behalf of Shane Solomon, who had to go out of town for a family emergency, and presented a site plan for a disc golf course at the Sports Complex. The Committee members jointly reviewed the plan, and during the review process Zacek answered any questions which arose. Solomon is in the process of doing fund raising for the disc golf course and intends to raise all the required funding. He has already received pledges in the amount of $1,750.00, and is requesting that the Village provide the remaining funds on a short term basis. The estimated cost of the project is approximately $3,700.00. If all goes according to plans the disc golf course will get a lot of use and will be a welcome addition to the Village. Some discussion has been had regarding the possibility of conducting disc golf tournaments at the Sports Complex, and Solomon and Zacek anticipate that such events will draw a number of people to the Village. The Maintenance Department employees will be expected to mow the disc golf course grounds, but that should not be a complex task.

A motion was made by Bhirdo, seconded by Clove that up to $2,000.00 may be withdrawn from the funds allocated for Various Parks Projects in the Village's CIP to cover expenses related to creation of a disc golf course at the Sports Complex. That funding is being provided on a short term basis, as Shane Solomon is doing fund raising and has indicated that he will see that the funds which were withdrawn from the CIP are paid back ASAP. Motion carried – All ayes.

Item No. 4. Discussion regarding the costs associated with refurbishment of the pontoon/raft/Tarzan boat; Consider motions for action if appropriate:
Mann noted that a number of unexpected issues arose when he and the other Maintenance Department employees were attempting to transform the pontoon boat which was donated to the Village into a raft/Tarzan boat. Kurt Rice of Yacht Works estimated that it could cost up to $10,000.00 to make the required repairs/refurbishments, but he cautioned that that amount of money may still not be sufficient. Rice also cautioned that the pontoon boat may not be able to withstand strong seas or high winds, and, therefore, it may have to be towed in on a daily basis. Discussion took place regarding this issue and it was eventually the consensus that no further work should be done on the pontoon boat refurbishment project. Discussion then turned to alternate measures which could be taken, and Mann was asked to do some research regarding the type of swim rafts which are available and the cost of them. He will report his findings at a future meeting of the Parks Committee.

Item No. 5. Consider a recommendation from the Utilities Committee to address the issues which were discovered when smoke tests were done at the Village Hall and the Marina in a timely fashion; Consider a motion for action if appropriate:
Mike Schell of the Utilities Department informed Mann that the deficiencies within the

Village Hall's sewer system may be a health and safety risk due to the potential for Hydrogen Sulfide, a sewer gas, to leak into the building. The Utilities Committee has recommended that the Parks Department employees repair the deficiencies identified by the smoke tests which were done at the Marina and the Village Hall; with the Village Hall being a priority. In order to fix the problems at the Village Hall the floor by the existing urinal in the men's room in the lower level of the building will have to be cut out and new pipes and a wall hung urinal will have to be installed. The cost of the required repairs is approximately $1,000.00.

A motion was made by Bhirdo, seconded by Clove that the deficiencies within the Village Hall's sewer system and at the Marina which were identified when smoke testing was done shall be repaired ASAP and the repair costs shall be withdrawn from the funds which were allocated for Various Parks Projects within the Village's CIP. Motion carried – All ayes.

Discussion took place regarding the possibility of placing high-end port-a-potties behind the Village Hall, and Jackson was asked to obtain cost estimates for such appurtenances. He will see that the cost estimates are obtained and presented at a future meeting of the Parks Committee.

Item No. 6. Discussion regarding erection of signage which directs people to Village facilities; Consider a motion for action if appropriate:
Mann noted that Doersching was correct; there is a Village wayfinding sign at the corner of Mill Road and N. Bay Shore Drive. Since that sign is non-compliant it was the consensus that it shall be removed as soon as weather permits.

Item No. 7. Report from staff on parks, properties and streets activities:
Mann gave the following oral report:

- The bubblers on "A" Dock, "D" Dock, and the Commercial Dock were not working properly, and, therefore, it was necessary for the Maintenance Department crew members to replace four of them and repair four others. Due to budgetary constraints there is only one spare bubbler on hand.
- Because of the ice conditions the end of "C" Dock has moved at least twenty to thirty feet to the south. Hopefully when the ice subsides a bit that portion of the dock will return to its original location.
- As per the request of Tasha Rass, the Finance Director, Felhofer and Christy Sully, the Village Clerk-Treasurer, took the year-end inventory at the Marina.
- The Jacobson riding lawn mower was sent to Horst Distributing for its annual tune-up, and the tires were also replaced on that mower.
- All the trucks were winterized and the oil was changed in them. The plows were also inspected and the necessary maintenance completed on all of them.
- New front and rear tires were put on the Kubota tractor. That work was performed by Simonar's Service from Luxemburg.
- On Wednesday, December 21, 2016 a citizen came into the Village Office to report a spill on Mill Road. Maintenance Department workers went to the scene and saw that there was a rainbow colored residue on that roadway. The residue spread from the intersection of S. Spring Road to the Fire Station. Felhofer immediately contacted the Utilities Director to see if he or any of the contractors

working in the area knew anything about the spill, and the Utilities Director as well as the contractors denied having any knowledge of it. The origin of the spill still is not known, nor do any of the Maintenance Department workers know what the substance on the roadway actually was. To be on the safe side, two bags of "Oil Dry" were applied, and that took care of the problem. To date no further spills have been reported in the area in question.

- Daily inspections are done at the Boathouse, and on December 14, 2016 Jim Hirschmiller discovered that the furnace in that building had "frozen up". The Maintenance Department employees worked on the furnace, but eventually it was necessary for someone from Knudson Heating to be summoned to make the necessary repairs. The furnace "froze up" one time after that, but the Maintenance Department employees were able to get it running again. In order to prevent further freeze-ups its will be necessary to install more insulation in the furnace room at the Boathouse and the evaporation line needs to be reconfigured.
- The old fuel oil furnace at the Maintenance Shop also stopped working, and inspection revealed that it needed a new pressure switch. That switch was replaced by Maintenance Department employees and they also bled the fuel oil lines.
- Snow plowing/clearing is being done whenever necessary and all walkways on Village owned properties, sidewalks, parking lots, etc. are cleared in as timely a fashion as possible. To date there have not been any issues with any of the snow plowing equipment.
- Because of the high winds we recently experienced some of the Village's Christmas decorations were damaged and they had to be taken down and repaired. Some of the lights also malfunctioned and/or literally "died", but as many repairs as possible have been made.
- At this time work is being done on fabrication of five festive illuminated palm trees. Those trees will be erected in Waterfront Park during next year's holiday season. The Maintenance Department employees have ideas for more new decorations such as illuminated flowers and illuminated traditional holiday sayings, and will be working on those decorations over the course of the winter. The new MIG welder will come in very handy when those decorations are being fabricated.
- Estimates were obtained from Hockers Excavating for fabrication of metal rings for co-mingled recycling barrels, and they came in much higher than anticipated. In accord with budgetary constraints $1,000 worth of rings were fabricated in 2016, and as many as possible will be fabricated in 2017. Because the rings are so costly it may not be possible to create as many co-mingled recycling barrels as had originally been anticipated.
- Joe Baldarotta, the Ice Rink Manager, and the Ice Rink crew members have been working hard on making ice and the rink is finally open!!!

Jackson noted that he and Nate Bell would like to rearrange the set-up for the New Year's Eve fireworks show, and in the future would like to see that the show is choreographed. The Committee members indicated that they heard several favorable comments about this year's fireworks show.

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

It was the consensus that:

- *The Marina Committee's recommendation regarding reconfiguration of the parking lot at the Marina shall be referred to the Parking Committee ASAP.*
- *Jackson will contact the former Sea World employee who now resides in Fish Creek and invite him to a future Parks Committee Meeting to discuss the possibility of creating a "dancing tree" display in the Village.*
- *Mann and Jackson shall see that a draft Three Year Christmas Decorating Master Plan is created and presented at a future meeting of the Parks Committee. Donations will be solicited for the decorations delineated on the plan, but initially any donations which are received will be ear-marked for the purchase of a large artificial pre-lit community Christmas tree.*
- *Flags rather than banners will be displayed on the lamp posts in the Village, and, to that end Mann shall see that all the banner brackets are removed from the new lamp posts.*
- *The SBAA Board of Directors shall be asked to make a recommendation regarding the type and number of flags they would like to see displayed in the Village, and they shall also be asked to provide cost estimates for the recommended flags.*
- *Mann was asked to do research regarding the type of swim rafts which are available and the cost of them and will present his findings at a future meeting of the Parks Committee.*
- *The non-compliant wayfinding sign at the corner of Mill Road and N. Bay Shore Drive shall be removed as soon as weather permits.*

Adjournment:

A motion was made by Lienau, seconded by Bhirdo to adjourn the January 4, 2017 meeting of the Parks Committee at 4:12 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Assistant Administrator

PARKING COMMITTEE MEETING MINUTES
TUESDAY, NOVEMBER 29, 2016
LARGE MEETING ROOM – SISTER BAY FIRE STATION
2258 MILL ROAD, SISTER BAY, WI
(*APPROVAL PENDING*)

The November 29, 2016 meeting of the Parking Committee was called to order by Committee Chair Denise Bhirdo at 8:03 A.M. Bhirdo noted that this was the initial meeting of the Parking Committee, and, therefore, it would basically be a "brainstorming" session. If at all possible all meetings of the Committee will be limited to 1 ½ hours.

Present: Committee Chair Denise Bhirdo and members Nate Bell, Chris Milligan, Britt Unkefer and Chad Kodanko.

Others: Jackson Parr, Fire Chief Chris Hecht, and Lieutenant Bob Lauder and Sergeant Troy Montevideo of the Door County Sheriff's Department

Staff Members: Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

Approval of Agenda:
A motion was made by Bell, seconded by Unkefer that the Agenda for the November 29, 2016 meeting of the Parking Committee be approved as presented. Motion carried – All ayes.

Comments, correspondence and concerns from the public:
Bhirdo noted that no new correspondence had been received, and then asked if anyone wished to address a non-agenda item. No one responded.

Business Items:
Item No. 1. Discussion with Door County Sheriff's Department personnel regarding parking enforcement capabilities and assessment of parking from a law enforcement perspective; Consider relevant motions for action:
If any new parking regulations are enacted in the Village enforcement issues could come into play. Door County Sheriff's Department personnel do issue parking citations in the Village from time to time, but if a parking citation is contested the matter is referred to and prosecuted by the Village Attorney.

Lieutenant Bob Lauder and Sergeant Troy Montevideo of the Door County Sheriff's Department stressed that the Sheriff's Department has no authority to enforce the provisions of any of the Village's Ordinances. The Village does hire Reserve Deputies to do periodic patrols in the Village, and the Reserve Deputies could be asked to enforce any and all regulations the Village enacts. Unfortunately there is a major shortage of Reserve Deputies at the present time, and there is a limited budget for patrol services, so scheduling is sporadic. During the busiest times of the year there is an average of four sworn Deputies on duty at one time throughout the entire County. Therefore,

enforcement of parking regulations simply cannot be high on the Sheriff's Department's list of priorities. Lauder stressed that from a law enforcement officer's perspective it is much easier if "No Parking" areas are clearly delineated with State approved signage. He also stressed that from a logistical standpoint, if Village officials decide to install parking meters, it would not be practical for the Sheriff's Department to assign personnel to check them, and, therefore, the Village would have to hire a Meter Attendant(s).

Chris Hecht, the Chief of the Sister Bay-Liberty Grove Fire Department, indicated that there are a number of parking related issues which come into play when emergency vehicles have to travel through the downtown area, especially during "the season". The members of the Fire Department would be happy to provide input with respect to this issue.

Item No. 2. Review of Village parking/traffic ordinances and parking policies; discussion regarding metering, imposition of time of use limits and employee parking mandates:
Item No. 4. Review of Village Zoning Codes related to parking:
Item No 5. Discussion regarding potential funding for public parking:

- **Formation of a Business Improvement District**
- **Special Assessments:**
- **Voluntary contributions from the business community:**
- **Finance and general taxation:**
- **Metered parking:**
- **Parking Citations:**

The Village's parking/traffic ordinances and regulations have not been revised for a number of years, and, therefore, enforcement issues do periodically come into play. Basically the majority of those issues are brought to light during "the height of the season", which is approximately six weeks. Bhirdo stated that before any new parking regulations are drafted or existing parking deficits are identified she would like to see data which reflects the actual square footage of all the businesses in the Village.

Jackson noted that if parking regulations are too strict it could hamper development. He believes the Plan Commission should be given wide latitude with respect to implementation of those regulations.

Milligan and Kodanko stated that they do not believe the number of employees who are typically on sight at a given business should even be considered when parking requirements are calculated for individual businesses, as that data can vary greatly throughout any given day. Milligan also noted that there are some businesses which do not actually utilize all the square footage of their buildings.

Several of the Committee members noted that it would be very helpful if more public parking lots were to be created on Village owned property, but they also stated that they believe clear and concise signage which directs people to those lots should be erected. To fund such improvements it might be possible to impose parking improvement assessments for all businesses in the Village. Another option would be to create a BID

(Business Improvement District). The matter could also go to referendum, or the Village could borrow funds for parking lot improvements and related expenses. It was the consensus that no matter what action is taken, it must be fair and equitable for everyone.

Unkefer stressed that he does not believe it would be fair to impose special assessments "across the board" as some businesses were created when the parking moratorium was in effect. It is quite likely that the owners of those businesses were under the assumption that they would never have to be concerned about complying with the Village's parking regulations. Milligan and Kodanko agreed, and also pointed out that lack of parking can be a good thing and is an "unpleasant fact of life" in a tourist destination. When the streets are lined with cars the impression is created that the Village is "the place to be" and people tend to stop to see what is going on.

It was the consensus that at least initially the document on which the gross square footage of all the businesses in the Village which was included in the meeting packets should be utilized by the members of the Parking Committee. It was also the consensus that an in-depth review of the provisions of Sub-Section 400 of the Zoning Code should take place.

Item No. 3. Review of Village parking assets and properties:
The Committee members noted that there are a number of easily accessible parking lots which are within walking distance of the downtown area, and they believe that fact should be publicized. An easy way to do that would be to create clear and concise directional signage. They also noted that it might be possible to create a good-sized parking lot on what is commonly referred to as "The Dahlstrom Property", but a wetlands delineation and an engineering study would be required.

Item No. 6. Discussion on pedestrian access and bicycle parking in the Village; consider relevant motions for action:
Item No. 7. Review of parking requirements for existing properties and uses in the B-3 Zoning District; consider relevant motions for action:
Item No. 8. Discussion on public transportation:

- **Trolley:**
- **Hotel Shuttle:**
- **Employee Shuttle:**
- **Other Options:**

None of these agenda items were addressed.

Item No. 9. Matters to be placed on a future agenda or referred to a Committee or Commission:
The next meeting of the Parking Committee has been scheduled for Tuesday, December 13, 2016 at 5:30 P.M. At that meeting an in-depth review of Sub-Section 400 of the Zoning Code, discussion regarding parking directional signage, and general discussion regarding parking related issues will take place.

Adjournment:
A motion was made by Bell, seconded by Kodanko to adjourn the meeting of the Personnel Committee at 9:40 A.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Assistant Administrator

PERSONNEL COMMITTEE MEETING MINUTES
TUESDAY, NOVEMBER 15, 2016
LARGE MEETING ROOM – SISTER BAY FIRE STATION
2258 MILL ROAD, SISTER BAY, WI
(*APPROVAL PENDING*)

Jackson noted that Committee Chair Pat Duffy informed him that he would be arriving late, and, therefore, the November 15, 2016 meeting of the Personnel Committee was called to order by Acting Committee Chair Kathy Enquist at 4:30 P.M.

Present: Committee members Kathy Enquist and Denise Bhirdo. Duffy arrived at 4:54 P.M., and at that time he assumed his Chairperson duties.

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

Approval of Agenda:
A motion was made by Bhirdo, seconded by Enquist that the Agenda for the November 15, 2016 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Approval of minutes as published:
A motion was made by Bhirdo, seconded by Enquist that the minutes for the October 20, 2016 meeting of the Personnel Committee be approved as presented. Motion carried – All ayes.

Comments, correspondence and concerns from the public:
Enquist noted that no new correspondence had been received, and then asked if anyone wished to address a non-agenda item. No one responded.

Business Items:
Item No. 1. Discussion on a proposal to disperse sick leave credit to qualified employees with an HSA contribution, (which could result in possible tax and WRS savings); Consider a motion for action if necessary:
Jim Hirschmiller, Steve Mann, Mike Schell and Christy Sully were hired prior to October 23, 1995, and when they were hired a policy was in effect which stated that they were allowed to accumulate up to 200 days of sick leave. Under that policy, upon retirement, the previously mentioned employees must be paid a maximum of 50% of their accumulated sick leave up to 800 hours, (making the maximum payout 400 hours.) It would be possible for Village officials to wait until the employees retire and issue them a lump-sum sick leave payout, but because HSA contributions from employees and employers are pre-tax, savings could be realized if the payments are made to the employees' HSA's. In 2016 yearly HSA contributions are limited to a maximum of $3,350 for a single person or $6,750 for a family, and in 2017 those contribution limits will increase to $3,400 for a single person and $6,750 for a family. In addition, those 55 years of age to 64 years of age are eligible for a "catch-up" contribution of $1,000 per year. While the Village cannot pay out all of the sick leave which is owed to each of the previously mentioned employees' HSA's immediately, making the maximum HSA contributions for each of them on an annual basis would save both the employees and

the Village money as tax liability would be reduced.

Steve Mann noted that he believes the suggested option is a very good idea.

A motion was made by Bhirdo, seconded by Enquist that the Personnel Committee approves of the advance payout of sick leave liability for Jim Hirschmiller, Steve Mann, Mike Schell and Christy Sully, who were all hired prior to October 23, 1995, and recommends that HSA contributions be made for each of those employees until such time as their maximum HSA contribution limits have been met. The HSA distributions for each of the previously mentioned employees will be made on an annual basis until all sick leave liability has been paid or until the employees' separations from the Village. Motion carried – All ayes.

Item No. 2. Discussion on a proposal to create a Maintenance Technician II position in the Parks Department to facilitate work and contribute to succession planning; Consider an appropriate motion for action:
Mann, who is the Village's Facilities Manager, is contemplating retirement at some point in time, and, therefore, it makes the most sense to do succession planning for his position. A draft of a job description for a Parks Maintenance Technician II position, which is a supervisory position, was included in the meeting packets, and the Committee members jointly reviewed that document.

Mann stated that he believes it would be a very good idea to have one of the existing Parks Department employees assume his duties if he does retire or is unable to work, as he feels it is very important to have internal working knowledge of the Maintenance Department.

It was the consensus that a Maintenance Technician II position should be created in the Village of Sister Bay, and that the employee who is promoted to that position shall be assigned the duties delineated on the job description which was included in the meeting packets.

Item No. 3. Consider a motion to convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits, and §19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, and preliminarily consider specific personnel problems or investigate charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect on the reputation of any person mentioned in such histories or data, or involved in such problems or investigations:
At 4:38 P.M. a motion was made by Enquist, seconded by Bhirdo that the Personnel Committee convene into executive session pursuant to Wis. Stats., §19.85(1)(c) to discuss personnel and employee benefits, and §19.85(1)(f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, and preliminarily consider specific personnel problems or investigate charges against specific persons which, if discussed in public, would be likely to have a substantial adverse effect on the reputation of any person mentioned in such histories or data, or involved in such problems or investigations.

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

Bhirdo – Aye; Duffy – Aye; Enquist – Aye

Motion carried.

Item No. 4. Consider a motion to reconvene into open session:
At 5:30 P.M. a motion was made by Bhirdo, seconded by Enquist that the Personnel Committee reconvene into open session.

Another roll call vote was taken and the Committee members again voted in the following fashion:

Bhirdo – Aye; Duffy – Aye; Enquist – Aye

Motion carried.

Item No 5. Consider a motion to take action, if required:
A motion was made by Enquist, seconded by Bhirdo that Joe Felhofer, who currently works in the Parks Department, shall be promoted, and his new job title shall be Maintenance Technician II. Motion carried – All ayes.

A motion was made by Duffy, seconded by Bhirdo that the recommendation to the Village Board which was formulated at this meeting shall be presented during the closed session at tomorrow night's Village Board Meeting. Motion carried – All ayes.

Item No. 6. Matters to be placed on a future agenda or referred to a Committee or Commission:
There were no matters to be placed on a future agenda or referred to a Committee or Commission.

Adjournment:
A motion was made by Bhirdo, seconded by Dufy to adjourn the meeting of the Personnel Committee at 5:38 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Assistant Administrator

PLAN COMMISSION MEETING MINUTES
TUESDAY, NOVEMBER 29, 2016
Sister Bay-Liberty Grove Fire Station –2258 Mill Road
UNAPPROVED VERSION

The November 29, 2016 meeting of the Plan Commission was called to order by Chairperson Dave Lienau at 5:33 P.M.

Present: Chairperson Lienau and members Scott Baker, Nate Bell, Don Howard, Marge Grutzmacher, Shane Solomon and Mary Kay Shumway.

Staff Members: Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz

Others: Ron and Barb Sense, Susan Armour, Leslie Boden, Cory Diltz and one other individual.

Comments, correspondence and concerns from the public:
Lienau noted that no new correspondence had been received, and then asked if anyone wished to comment regarding a non-agenda item. No one responded.

Approval of the agenda:
A motion was made by Baker, seconded by Howard that the Agenda for the November 29, 2016 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Approval of minutes as published:
As to the minutes for the October 25, 2016 meeting of the Plan Commission:
A motion was made by Shumway seconded by Grutzmacher that the minutes for the October 25, 2016 meeting of the Plan Commission be approved as presented. Motion carried – All ayes.

Business Items:
Item No. 1. Presentation by Leslie Boden on the Dark Skies Initiative; Consider an appropriate motion for action:
Leslie Boden distributed a packet of materials concerning the Dark Skies Initiative. The Door County Environmental Council wants to get the word out to the members of the public about the Dark Skies Initiative and is willing to work with municipalities on drafting of "night sky friendly" regulations. The Commission members indicated that they look forward to working with Boden on this issue and thanked her for taking the time to attend this meeting.

Item No. 2. Presentation by Susan Armour on a Sister Bay Historical Society Project whereby architectural monumentation will be placed on various historic structures throughout the Village; discussion on said presentation and consider an appropriate motion for action:
Susan Armour noted that the members of the Sister Bay Historical Society would like to see historical placards which are 8" X 11" displayed on the Village Hall, the Administration Building, the Post Office, the Information Booth and some of the older buildings in the Village. The placards, which would be referred to during the Historical Society's walking

tours of the Village, will be bronze with gold trim. Armour presented an example of the type of placard the members of the Historical Society are considering and presented a copy of a document on which the eligibility requirements for obtaining a placard are delineated. She also noted that it will be the responsibility of the property owners to purchase any placards which are erected on their buildings. They will cost $249.00 each. The members of the Sister Bay Historical Society would be happy to work with private property owners on determining whether their buildings would qualify for display of placards.

Jackson noted that Section 66.0790 of the Zoning Code states that historic signage is exempt from the Village's sign regulations. On the other hand, Section 66.0720(c) of the Code states that signs cut into buildings count toward allowable signage and shall be reviewed by the Plan Commission as an architectural feature. The final decision concerning whether or not the monumentation should be displayed on Village owned properties will lie with the Parks Committee.

The Commission members indicated that they like Armour's proposal very much and would like to see the historical placard project she is referring to implemented. It was the consensus that Section 66.0720(c) of the Zoning Code shall be revised in such fashion that it states that an oval bronze placard which is approved by the Sister Bay Historical Society and is no larger than 144 square inches shall not count toward allowable signage.

A motion was made by Grutzmacher, seconded by Howard that the Plan Commission recommends that the historical placard project Susan Armour referred to at this meeting be approved. Motion carried – All ayes.

Item No. 3. Public Hearing on a map amendment and rezoning request from Ron and Barb Sense for Parcel No. 181-00-08312833F – 2454 Flint Ridge Road; discussion on the request, and consider a motion to recommend adoption of a CSM and to grant rezoning on Lot 3 of the CSM from B-1 to R-3:

At 6:08 P.M. Lienau called the public hearing on a map amendment and rezoning request from Ron and Barb Sense for Parcel No. 181-00-08312833F which has been assigned an address of 2454 Flint Ridge Road to order. A copy of a proposed CSM for the property in question and related documents were included in the meeting packets, and the Commission members jointly reviewed those documents. The Senses are requesting that the zoning for Lots 1 and 2 remain B-1 but that the zoning for Lot 3 be changed to R-3.

Ron Sense noted that he is requesting the map amendment and rezoning because he would like to construct a home on his property but would also like to gift some of his property to his children. He did take the comments which were made by his neighbors at a previous public hearing into consideration, and that is why he is requesting that Lots 1 and 2 remain B-1.

At 6:16 P.M. Lienau asked if anyone else wished to comment regarding the Sense's request, and when no one responded he declared that the Public Hearing was closed.

A motion was made by Solomon, seconded by Baker that the Plan Commission recommends that the Village Board adopt the CSM which was included in the meeting packets and approve Ron and Barb Sense's request to rezone Lot 3 of Parcel No. 181-00-08312833F to R-3. Motion carried – All ayes.

Item No. 4. Review of an amendment to plans for the Anderson Storage Project – increased setback of 10′ to accommodate more trees:
Revised plans for the Anderson Storage Project were included in the meeting packets. The revised plans depict an increased setback of 10′ to accommodate more trees and increased green space. Jackson noted that he believes all the Commission's directives with respect to planting of trees will still be satisfied.

A motion was made by Bell, seconded by Baker that the Plan Commission approves the amendments to the Anderson Storage Project Site Plan which were reviewed at this meeting as presented. Motion carried – All ayes.

Item No. 5. Review of a request by the Good Samaritan Society to utilize shipping containers for long term storage at their campus; consider an appropriate motion for action:
Michele Notz, the Administrator for SCAND, has requested permission to utilize one to two 20′ shipping containers for storage of building supplies and equipment on the SCAND campus.

A motion was made by Solomon, seconded by Shumway that Michele Notz's request to utilize shipping containers for long term storage on the SCAND campus is denied. Motion carried – All ayes.

Item No. 6. Report by the Zoning Administrator regarding development activities, various enforcement actions, and issuance of Sign and Zoning Permits:
Jackson noted that:

- The Stony Ridge Expansion Project is moving forward. Due to cost factors Keith Garot decided not to extend sewer and water and electricity and pave the road to six of the lots within his development. Jackson, Mike Schell of the Utilities Department and the Village Attorney recently met with Garot regarding this issue, and finally the decision was made that Garot would move ahead with installation of water, sewer and electric service for all the lots, and will have to pay for the costs of creating a new street.
- Work has commenced on construction of the CHOP Restaurant on the Sister Bay Marketplace property.
- Al Gokey has started to remove trees from the Mill Road West Property.
- Todd Frisoni plans to appear before the Plan Commission with additional plans at the next Plan Commission Meeting.
- A while ago a gentleman who owned property on STH 57 requested permission to construct a fence on his property, but that request was denied by the Plan Commission. He has now installed a very large berm on his property, which could be deemed to be contrary to the Village's Zoning regulations. Lienau requested that Jackson check the minutes from prior Plan Commission meetings to determine what actually happened with the previously mentioned request and report his findings at a future meeting of the Plan Commission.

Item No. 7. Matters to be placed on a future agenda or referred to a committee, official or employee:
Shumway suggested that the driveway regulations for the Countryside District be reviewed by the Plan Commission, and it was the consensus that that issue shall be addressed at a future meeting of the Commission.

Adjournment:
A motion was made by Grutzmacher, seconded by Solomon to adjourn the meeting of the Plan Commission at 6:47 P.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz,
Assistant Administrator

SBAA BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, NOVEMBER 3, 2016
SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE
10668 N. BAY SHORE DRIVE
(APPROVAL PENDING)

The November 3, 2016 meeting of the Sister Bay Advancement Association Board of Directors was called to order by President Drew Bickford at 8:03 A.M.

Present: Drew Bickford, Ron Kane, Larry Gajda, Windy Bittorf, and Collin and Sara Doherty. Tonya Crowell appeared by telephone, and Kathy Enquist arrived at 8:29 A.M.

Excused: Denise Bhirdo

Absent: James Larsen and Mary Blichman

Staff Members: Chris Milligan, SBAA Coordinator

Business Items:

Item No. 1. Approval of the Agenda:

A motion was made by Kane, seconded by Gajda that the Agenda for the November 3, 2016 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

Item No. 2. Approval of minutes:

As to the minutes for the October 6, 2016 meeting of the SBAA Board of Directors:

A motion was made by Bickford, seconded by Kane, that the minutes for the October 6, 2016 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

As to the minutes for the October 27, 2016 SBAA Annual Meeting:

Bickford noted that Sara Doherty's first name and Mary Blichman's last name had been misspelled in the October 27, 2016 meeting minutes. He also noted that Laura "Wilker" not "Wilder" serves on the "Forward SBAA Committee".

A motion was made by Gajda, seconded by Kane, that the minutes for the October 27, 2016 SBAA Annual Meeting be approved as corrected. Motion carried – All ayes.

Item No. 3. Financial Report:

Financial reports for October, 2016 were included in the meeting packets and the Board members jointly reviewed those documents.

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

Item No. 4. Coordinator's Report:

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

- The Information Booth is closed for the season and has been cleaned up and organized for 2017.
- The first meeting with Mike Jarman to work on website redesign is scheduled for Thursday, November 3rd at 1:00 P.M.
- The storage locker has been cleaned up and organized.
- Membership renewals are coming in quite well. As of October 31st there were sixty early renewals.
- The SBAA is in the process of collecting feedback regarding the proposed trolley/shuttle that the Village is considering. To date forty-five Constant Contact responses have been received, and that feedback has been overwhelmingly positive.
- He attended a Buy Local mixer in Sturgeon Bay on November 2nd.

Item No. 5. Committee Reports:
There were no committee reports.

Item No. 7. Discussion regarding the SBAA's 2017 Budget:
A draft of the proposed 2017 budget for the SBAA was included in the meeting packets and it was e-mailed to all the Board members. Milligan stated that he believes it is very important that the SBAA's website be updated. He also believes the updates to the Sister Bay brochure which were suggested at the Annual Meeting should be considered. It was the consensus that this agenda item shall be addressed at length at the December SBAA Board meeting.

There is an immediate need for a new laser printer, a new laptop, a laminator and a Quick Books upgrade, and there are sufficient funds remaining in the 2016 budget to cover such purchases.

A motion was made by Gajda, seconded by Bickford that a new laser printer, a new laptop, a laminator and a Quick Books upgrade shall all be purchased before the end of the year. Motion carried – All ayes.

Item No. 8. Discussion regarding the SBAA's 2017 Schedule of Events:
Milligan stated that he would like to see the SBAA conduct and/or sponsor the following events in 2017: Film Fest, the Village-Wide Rummage Sale, the Goat Parade, The Country Walk Car Show, Paddlefest, Concerts & Movies In The Park, the Festival of Fine Arts, the Century Bike Ride, Fall Fest, and "Capture The Spirit". At this time Milligan anticipates that the Concerts in the Park will start on June 14, 2017 and end on September 3, 2017. Marina Fest, which is sponsored by the Village, will once again be conducted on Labor Day weekend. He would like to see all of those events "get better".

At 9:15 A.M. Sara Doherty indicated that she had another obligation and left the meeting.

Item No. 6. Presentation by Village Administrator Zeke Jackson:
The Village Administrator, Zeke Jackson, indicated that the Village Board will be addressing the issue of Village-wide parking this evening. He firmly believes that there is not a "parking problem" in the Village; there is a "transportation problem". Since no businesses in the downtown area appear to have sufficient parking the Plan Commission has directed

Jackson to do a parking analysis, and that issue will be addressed at a future meeting of the Commission. He is proposing that a trolley be run in the Village from 9:00 A.M. to 9:00 P.M. for approximately six weeks during "the season" on Fridays, Saturdays and Sundays. At any given time there are approximately 200 employees in the downtown area, but many employers are unable to satisfy the parking requirements which are delineated in the Zoning Code. Therefore, prime parking spaces are quite often utilized by employees for extended periods of time, which is problematic. The suggestion has been made that meters be installed or that parking time limitations be imposed. He is proposing that a 30 minute trolley route with 30 second stops at the Sister Bay Inn, Birchwood Lodge, the Sister Bay Marketplace property, Al Johnson's, the Marina, the intersection of Mill Road with North Bay Shore Drive, On Deck, Johnson Amusement Park, the Inn at Little Sister Hill, Fred & Fuzzy's, the Open Hearth Lodge, Shopko, and the Country Walk Shops be initiated. It also might be possible to stop at The Corner of the Past or Pheasant Park. In the beginning it would probably be a good idea to do "trial runs" with the trolley.

Jackson noted that it might make sense to utilize satellite parking lots during "peak hours", but that option is still being investigated. Another item to be considered is where new parking lots will be created. There is a portion of the Village owned property which is commonly referred to as "The Dahlstrom property" which does not consist of wetlands, and the suggestion has been made that approximately 150 parking spaces be created on that property. The suggestion has also been made that parking be created on the west end of S. Spring Road.

The Board members stated that they believe the trolley is a good idea, but believe it must be publicized. They also stressed that they believe the trolley should be free as a number of logistical issues could arise if fares are charged. It was the consensus that all of the SBAA Board members should promote the concept of running a trolley as much as possible, both to their customers and their employees.

Item No. 9. Election of Officers:

Gajda indicated that he will be retiring soon, and, therefore, will be resigning from the SBAA Board of Directors in December. Larsen, Bittorf and Crowell's terms on the Board will also be expiring. If anyone is interested in serving on the Board they should contact Bickford or Milligan prior to the December 1st meeting. Crowell and Bittorf indicated that they would again be willing to serve.

Bickford nominated Kane to serve as Vice-President of the SBAA and nominated Bittorf to serve as Treasurer of the SBAA. That nomination was seconded by Enquist.

Gajda nominated Bickford to serve as President of the SBAA and Enquist seconded that nomination.

A motion was made by Gajda, seconded by Enquist that nominations be closed and a unanimous ballot cast for Bickford to serve as President of the SBAA, Kane to serve as Vice-President of the SBAA and Bittorf to serve as Treasurer of the SBAA. Motion carried – All ayes.

Item No. 10. Committee/event/activity assignments for 2017:
Committee/event/activity assignments for 2017 will be addressed at the next meeting of the SBAA Board of Directors. If any of the Board members have preferences for activities they would like to be involved with they should let Milligan know.

Item No. 11. Festivals and Special Events:

- **Fall Fest wrap-up:**
  Fall Fest was well attended, and Milligan gave the following oral report regarding that event:

  - ✓ The total income realized as a result of conducting the 50/50 Raffle was $5400. The SBAA's take will be $2700. The winner was an older woman from Greenfield, Wisconsin. Milligan believes that the raffle should be continued in subsequent years.
  - ✓ Merchandise sales for old shirts was strong. Sales exceeded $1800.
  - ✓ Wristband donations exceeded $800. Close to 12,000 wristbands were handed out.
  - ✓ Arts & Craft vendor sign-up was exceptional. Early sign-up revenue was approximately $15,500. There are only 30 arts & crafts spots remaining for 2017.
  - ✓ He managed to "squeeze" another 10% of profits out of the owner of Tim's Toyz, so income of $642 was realized as a result of having the bouncy houses, the bungee jump and other play equipment on the grounds. The Camel Rides were popular and Hillbilly Science was full for all three shows.
  - ✓ Demand for Wi-Fi was so strong that it kept going down. Frontier couldn't keep up on Saturday. They were at the site much of the day.
  - ✓ Parade feedback was quite good. Pulaski's marching band will come back next year. Businesses liked the idea of a "best parade entry" contest, and this year's winner was Grasse's Grill. He would like to book one additional band for 2017 as they are very well received.
  - ✓ There were a fair amount of questions regarding the lack of a ping pong ball drop on Sunday. Two were quite negative, but most people didn't care one way or another. There was an incredible amount of social media activity around Fall Fest.
  - ✓ The ATM machine service was poor and the owners were not responsive. Therefore, Milligan fired them on Saturday afternoon.
  - ✓ Three wrist band stations on Saturday worked very well. Moving the one station from Jungwirth's to the area in front of the stage worked well.
  - ✓ Friday was busier than in previous years. Attendance on Saturday was strong, but Sunday was quiet until about 3pm when the bars and Stabbur got busy with the Packer game.

Milligan asked if anyone has suggestions for activities that could be conducted on the Sunday of Fall Fest that they contact him. He also noted that Sally Pfeifer and Lisa MacDonald have volunteered to serve on the Fall Fest Committee next year.

- **"Capture The Spirit"**
  "Capture The Spirit" will be conducted in the Village on Thanksgiving weekend. Planning has just commenced for that event. Another collaborative community holiday poster will be created, and promotional materials have been forwarded to all the SBAA members. The weekend following "Capture The Spirit" the Country Walk Shops will be hosting a holiday open house.

- **Paddlefest**
  Paddlefest will be conducted on Saturday, June 24, 2017.

Item No. 12. Consider a motion to convene into closed session to discuss personnel and benefits and conduct other specified public business, whenever competitive or bargaining reasons require a closed session:
At 9:45 A.M. a motion was made by Kane, seconded by Bickford that the SBAA Board of Directors convene into closed session to discuss personnel and benefits and conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call vote was taken on the motion and the Board members voted in the following fashion:

Bickford – Aye; Bittorf – Aye; Doherty – Aye; Gajda – Aye; – Aye; Kane – Aye.

Motion carried.

Item No. 13. Consider a motion to reconvene into Open Session:
At 9:50 A.M. a motion was made by Gajda, seconded by Bickford that the Board reconvene into Open Session. Another roll call vote was taken, and the Board members again voted in the following fashion:

Bickford – Aye; Bittorf – Aye; Doherty – Aye; Gajda – Aye; – Aye; Kane – Aye.
Motion carried.

Item No. 14. Consider a motion to take action, if required:
A motion was made by Bickford, seconded by Gajda that Bittorf shall see that the SBAA's budget for 2017 is amended in accord with the decisions which were made in closed session. Motion carried – All ayes.

Adjournment:
A motion was made by Kane, seconded by Bickford to adjourn the November 3, 2016 meeting of the SBAA Board of Directors at 9:57 A.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz, Secretary

SBAA BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, DECEMBER 1, 2016
SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE
10668 N. BAY SHORE DRIVE
(APPROVAL PENDING)

The December 1, 2016 meeting of the Sister Bay Advancement Association Board of Directors was called to order by President Drew Bickford at 8:00 A.M.

Present: Drew Bickford, Ron Kane, Larry Gajda, Windy Bittorf, Sara Doherty, Mary Blichman, James Larsen. Tonya Crowell arrived at 8:02 A.M. and Kathy Enquist arrived at 8:04 A.M.

Excused: Denise Bhirdo and Collin Doherty

Staff Members: Chris Milligan, SBAA Coordinator

Others: Betts Williams

Business Items:
Item No. 1. Approval of the Agenda:
A motion was made by Larsen, seconded by Kane that the Agenda for the December 1, 2016 meeting of the SBAA Board of Directors be approved as amended. Motion carried – All ayes.

Item No. 2. Approval of minutes:
As to the minutes for the November 3, 2016 meeting of the SBAA Board of Directors:
A motion was made by Kane, seconded by Gajda, that the minutes for the November 3, 2016 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

Item No. 3. Financial Report:
Bittorf noted that financial reports for November, 2016 have not been completed yet. They will be e-mailed to the Board members as soon as possible.

Item No. 4. Coordinator's Report:
Milligan's Coordinator's Report was included in the meeting packets, and the Board members jointly reviewed that document. During the review process Milligan pointed out the following items:

- The Info. Booth has been closed for the season and is now cleaned up and organized. All of the brochures were moved to the SBAA Office. In November sixty-one people visited his office.
- On November 3, 2016 he met with Mike Jarman regarding website redesign. Jarman has recommended that a working group of no more than five people work on the website redesign project. The total anticipated cost of website redesign is projected to be $3,600. An initial deposit of $1,100 was made this year. Hopefully the new website will provide an opportunity for members to update their own business listings as needed and add content to the Events Calendar.

- He was recently named as the SBAA's representative on the Village's Parking Committee. Two Village Board members, Bhirdo and Nate Bell, and two Sister Bay business owners, Chad Kodanko and Britt Unkefer were also appointed. The first meeting of the Committee was conducted on November 29, 2016, and he and Bhirdo will keep the Board members advised of the decisions and recommendations the Committee makes.
- The SBAA has placed a half page ad in the Door County Visitor Bureau's Vacation Guide. Milligan presented that ad and the Board members jointly reviewed it. It was the consensus that it looks very nice.
- The Door County Visitor Bureau's "Vote For Your Favorite Community" campaign was launched two weeks ago. To date, Sister Bay is "leading the pack". Milligan requested that each of the Board members vote for Sister Bay and encourage their staff members to do the same. He also requested that they share the SBAA's Facebook post regarding the campaign with their friends and customers. Voting ends on December 15, 2016.
- The Country Walk Shops will be hosting an open house on December 3, 2016. The SBAA is the co-op partner on the ad which appeared in The Pulse. Ten Country Walk businesses are participating in the open house and will split the cost of the ad with the SBAA. All participating businesses will have holiday "specials" and will provide holiday treats and refreshments. Blue Heron will also be hosting a "Paint Your Own Ornament" activity every Saturday up until Christmas, and the Piggly Wiggly will be hosting a gift card donation match for the Koinonia Kupboard Food Pantry.
- An ad has been placed in the Door County Arts Guide for the Door County Festival of the Arts.
- Commencing in January of 2017 quarterly e-marketing pieces which focus on seasonal activities in Sister Bay will be sent to the people/businesses on Milligan's distribution lists. The theme of the pieces will be "Unplug & Play". The cost is modest and the hope is that the SBAA's social media presence will increase significantly.
- There was no Door County Business Association Coordinator's meeting in November. Hopefully most of the Coordinators will be able to meet in December.

Item No. 5. Committee Reports:
There were no Committee reports

Item No. 6. Village Liaison Report:
Enquist noted that she was unable to attend the last Village Board Meeting, and, therefore, she did not give a Village Liaison Report.

Item No. 8. Discussion regarding the SBAA's 2017 Budget:
A draft of the proposed 2017 budget for the SBAA was included in the meeting packets and the Board members jointly reviewed that document.

A motion was made by Crowell, seconded by Larsen that the SBAA Board of Directors adopts the 2017 SBAA Budget as presented. Motion carried – All ayes.

Item No. 9. Committee assignments for 2017 events/activities:
Bickford requested that each of the Board members volunteer to help with some of the events and activities the SBAA will be sponsoring or conducting in 2017, and they complied with that request in the following fashion:

Fundraising and Sponsorships – Bittorf and Collin and Sara Doherty
Brochure and Website Redesign – Blichman and Betts Williams
Paddlefest – Crowell, Larsen and Enquist
Membership – Kane and Larsen
Personnel – Bickford, Bittorf and Kane
Short Film Fest – Bickford and Enquist
Ice Out Contest - Crowell
Egg Hunt – Enquist and Kane
Rummage Sale - Bhirdo
Goat Festivities - Larsen
Concerts and Movies – Bickford, Bittorf, Enquist, and Collin and Sara Doherty
Festival of the Arts - Kane
Fall Challenge - Crowell
Fall Fest – Larsen, Bickford, Blichman, Betts Williams, and Collin and Sara Doherty
Capture The Spirit – Kane, and, if she consents, Nora Zacek.

Item No. 10. Discussion regarding light pole banners:
Milligan noted that the sample light pole banner which was mentioned at a previous meeting and was ordered from Sierra Banners has arrived and is on display on the pole at the corner of Mill Road and N. Bay Shore Drive. He requested that all the Board members take a few minutes to look at the banner and let him know what they think of it. He also requested that if they know of any graphic designers who might be interested in providing concept plans they provide applicable contact information to him.

It was the consensus that banners should be installed "uptown" as well as downtown. The Board members also noted that because the banners will be small there is a possibility that they will "get lost". One workable, more reasonably priced alternative may be to display seasonal flags throughout the Village.

Blichman noted that she does graphic design work and volunteered to create some flag and/or banner designs for free on the condition that the Village consider installing banners and/or flags "uptown". The Board members thanked her for her generosity.

A motion was made by Bickford, seconded by Kane that the SBAA Board of Directors is recommending that Village officials seriously consider installing pole banners and/or flags "uptown". Motion carried – All ayes.

Item No. 11. Festivals and Special Events:

- **Capture The Spirit:**
  The "Capture The Spirit" tree lighting ceremony as well as the

storytelling and cookie decorating events were well attended. The new lighted tunnel along the walkway in Waterfront Park was a "big hit". Thirty member businesses signed up to be included in the "Capture The Spirit" flyer and Milligan counted 121 adults and kids at the Library. Further, 82 kids decorated cookies and $211 was received in donations. Milligan thanked Kane, Nora Zacek, Kendall Koehler and her daughter, and Nora Zacek for all their assistance with "Capture The Spirit".

- **Door County Short Film Fest:**
  Planning has started for the Door County Short Film Fest. Print advertising will be reduced from previous years and replaced with a greater focus on less expensive social media. It is anticipated that an Opening Night reception will be added this year, and if there are sufficient funds some form of entertainment will be booked. There will be a small increase in film submission fees. The next meeting of the Short Film Fest Committee has been scheduled for December 12, 2016 at 5:30 P.M. It was the consensus that Chris Opper and his associates shall be informed that they will be responsible for raising the majority of their sponsorship dollars.

Adjournment:
A motion was made by Kane, seconded by Larsen to adjourn the December 1, 2016 meeting of the SBAA Board of Directors at 9:09 A.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz, Secretary

SBAA BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, JANUARY 5, 2017
SISTER BAY ADVANCEMENT ASSOCIATION COORDINATOR'S OFFICE
10668 N. BAY SHORE DRIVE
(APPROVAL PENDING)

The January 5, 2017 meeting of the Sister Bay Advancement Association Board of Directors was called to order by President Drew Bickford at 8:04 A.M.

Present: Drew Bickford, Ron Kane, Windy Bittorf, Mary Blichman, and Kathy Enquist.

Excused: Denise Bhirdo and Tonya Crowell

Absent: James Larsen and Collin and Sara Doherty

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

Others: Betts Williams

Business Items:

Item No. 1. Approval of the Agenda:

A motion was made by Enquist, seconded by Kane that the Agenda for the January 5, 2017 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

Item No. 2. Approval of minutes:

As to the minutes for the December 1, 2016 meeting of the SBAA Board of Directors:

A motion was made by Kane, seconded by Enquist, that the minutes for the December 1, 2016 meeting of the SBAA Board of Directors be approved as presented. Motion carried – All ayes.

Item No. 3. Financial Report:

Financial reports for December, 2016 were included in the meeting packets and the Board members jointly reviewed those documents.

A motion was made by Kane, seconded by Bickford that the financial reports which were reviewed at this meeting be approved as presented. Motion carried – All ayes.

Item No. 4. Coordinator's Report:

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

- In December there were 49 visitors at the SBAA Office.
- The first meeting of the Website Committee was conducted on December 20, 2016 and it went very well. The Committee members are Trish Araujo, Kathy Wagner, Mary Blichman, Betts Williams, and Kathy Enquist, and it appears that the new website will be very nice. The next meeting of the Committee is scheduled for January 9, 2017 at 8:30 A.M.

- The last meeting of the Village's Parking Committee was conducted on December 15, 2016. The Committee is in the process of conducting a line-by-line review of the applicable Ordinances.
- Sister Bay was selected as the "favorite community" in the Door County Visitor Bureau's poll by an overwhelming margin!!!!
- The fireworks on New Year's Eve were great. The suggestion has been made that in the future the event start a bit later, possibly at 9:00 P.M. The media response to this event was tremendous.
- The SBAA's first Constant Contact Campaign will commence on January 10th. Campaign notices will go out on a quarterly basis.
- The primary focus of the December County-wide Coordinator's Meeting was a discussion of the Door County Visitor Bureau's co-op marketing plan. Most in attendance were disappointed with the campaign, primarily because it hasn't changed much from 2016. Pam Seiler and Milligan suggested that quarterly meetings of the Coordinators from the various communities and DCVB representatives be conducted. The first such meeting will be conducted on January 9th.

Item No. 5. Committee Reports:
There were no Committee reports.

Item No. 6. Village Liaison Report:
Enquist noted that the December Village Board Meeting was cancelled due to quorum issues. There has been a lot of conversation about expanding the Village's Christmas displays, and, therefore, donations will gratefully be accepted from the members of the community. Business owners will also be encouraged to do more outdoor decorating.

Item No. 7. Discussion regarding light pole banners/flags:
The Parks Committee met yesterday, and the Committee members are now leaning toward displaying flags, rather than banners on the lamp posts throughout the uptown and downtown areas. The members of the Committee requested that Steve Mann take an inventory of existing flags, and after that is completed the SBAA Board of Directors will be asked to make a recommendation regarding the type of flags which should be displayed.

Item No. 8. Discussion regarding Bike Week:
Milligan recently met with Brian Fitzgerald of the Peninsula Pacers and discussed the possibility of conducting a "Bike Week" from September 10, 2017 through September 16, 2017. Fitzgerald would take the lead on this project, and ideally it would be a cooperative partnership between the SBAA, DC North and Washington Island. Milligan believes a Bike Week is a good idea, but would prefer to have a longer time period in which to do planning and submit JEM Grant application materials. Myles Dannhausen has indicated that he would be willing to help write the JEM Grant application, but by now several advertising deadlines have already passed. Discussion took place regarding this issue, and it was eventually the consensus that the SBAA would be willing to sponsor a Bike Week, but for a number of logistical reasons such an event should not take place until 2018.

A motion was made by Bickford that the SBAA is willing to sponsor a "Bike Week" in cooperation with the Peninsula Pacers, but does not want to see that event come to fruition until Fall of 2018. Even though "Bike Week" will not be taking place until 2018 planning for that event shall commence ASAP. Motion carried – All ayes.

Item No. 9. JEM Grant Opportunities:
JEM Grant requests are due by February 1, 2017.

Item No. 10. Potential new Board member/Alternate:
Larry Gajda, who was an "alternate" member of the SBAA Board of Directors has resigned from the Board as he will be retiring from Nicolet Bank, and there are now two vacancies for "alternate" members. Rachel VanVolkenberg of Bargains Unlimited has expressed interest in serving.

A motion was made by Bickford, seconded by Kane that Rachel VanVolkenerg shall be appointed to serve as an "alternate" member of the SBAA Board of Directors. Motion carried – All ayes.

Item No. 11. Festivals and Events:

- **Door County Short Film Fest**
  Two Door County Short Film Fest Committee meetings were conducted in December. The event is being restructured in the following fashion: "The Emissary" will be shown on Friday night and short films will be shown from 2:00 P.M. to 8:30 P.M. on Saturday. (In prior years the morning sessions were poorly attended.) Both Al Johnson's and the Wild Tomato will contribute minor sponsorship dollars but will assist in the creative aspect of the event. Al's is offering to do a bar and will serve Moscow Mules, etc., and the Wild Tomato is going to assist in staging and creating an Instagram booth. The Door County North Coordinator is interested in partnering on this event by way of a $250 sponsorhip. This matter will be addressed by the DC North Board on January 11th.

- **Door County Festival of Fine Arts**
  Work has commenced on planning for the Festival of the Arts. This year it will be possible for businesses to provide $75.00 sponsorships.

The next meeting of the SBAA Board of Directors will be conducted at 8:00 A.M. on Thursday, February 2, 2017.

Adjournment:
A motion was made by Bickford, seconded by Kane to adjourn the January 5, 2017 meeting of the SBAA Board of Directors at 9:02 A.M. Motion carried – All ayes.

Respectfully submitted,

Janal Suppanz, Secretary

DOOR COUNTY TOURISM ZONE
COMMISSION and EXECUTIVE COMMITTEE MEETING
Minutes of October 20, 2016
Town of Jacksonport Town Hall

ACTION ITEMS:

Dannhausen moved and Tice seconded to approve the agenda as amended to include approval of the September 9th, 2016 Ad-Hoc Committee meeting minutes. Motion carried.

Ward moved and Weddig seconded to approve the minutes of September 15th, 2016 (Executive Committee Meeting) as presented. Motion carried.

Ward moved and Weddig seconded to approve the minutes of September 9th, 2016 (Ad-Hoc Committee Meeting) as presented. Motion carried.

Jackson moved and Nelson seconded to approve reports and payables plus receipts. Motion carried.

Nelson moved and Dannhausen seconded to approve the proposal by Hillstrom PR to create four (4) newsletters a year at a cost of $9,000. Motion carried.

Anderson moved to adjourn; Robillard seconded. Motion carried.

Committee Members Present by Roll Call: Mary Boston, Bryan Nelson, Mike Johnson, Jeff Larson, Myles Dannhausen, Nancy Robillard, Bill Weddig, Dick Skare, Cathy Ward, Richard Young, Chuck Tice, Zeke Jackson, Nate Bell, and Linda Elmore.

Excused: Dave Holtz, Elizabeth Le Clair, Fred Anderson, Josh Van Lieshout and Bob Starr.

Absent: Keith Krist and Deb Jeanquart.

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

Call to Order

Vice-Chair Skare called the meeting to order at 9:00 AM.

Vice- Chair Skare established that a quorum of the Full Commission was present.

Approval of the Agenda

Dannhausen moved and Tice seconded to approve the agenda as amended to include approval of the September 9th, 2016 Ad-Hoc Committee meeting minutes. Motion carried.

Approval of the Minutes of September 15th, 2016 Executive Committee meeting and the September 9th, 2016 Ad-Hoc Committee meeting as presented.

Ward moved and Weddig seconded to approve the minutes of September 15th, 2016 (Executive Committee Meeting) as presented. Motion carried.

Ward moved and Weddig seconded to approve the minutes of September 9th, 2016 (Ad-Hoc Committee Meeting) as presented. Motion carried.

Report by the Door County Visitor Bureau on Marketing Efforts

Moneypenny said the 2017 budget and marketing plan were approved last Tuesday by the DCVB board. Both will be reviewed at the December 2016 Tourism Zone meeting. All Tourism Zone board members will receive a copy of the budget and Strategic Plan to review prior to the presentation at the meeting.

Moneypenny said that the issue of visitors hunting for rooms due to the lack of updated vacancy calendars continues to be an issue. He went on to say weekends continue to sell out and all indications show that it will continue through the beginning of November, which is good news. He asked that those with rooms

get in touch with the Visitor Center so they can help folks find rooms. They can only work off the validity of the vacancy calendars in effort to help people find rooms.

Moneypenny said that they are getting ready to undertake a human resources audit. He went on to say that a few employees had to be reclassified due to the test of the FLSA to be in compliance with the new regulations that take effect on December 1, 2016.

Rasmussen noted that with the fall colors finally at peak a photo shoot was underway since Monday for next year's marketing. She added that it is still busy everywhere and many of the photo shoot locations have been completely packed. She said it is good to see.

Rasmussen said the website last month had an increase of 14.5% in unique visitors. She went on to say the new "Our Door County" video, "A Tradition of Fish" is doing really well with the two (2) docent story tellers. Google did two (2) major algorithm updates, Rasmussen said. One (1) of the updates changed the local search and is now pulling in surrounding areas into searches. She said it was something they were watching closely. It has been favorable for the DCVB website but, may not be for local businesses. Social media currently has 10.5 million impressions on Facebook.

Rasmussen reported on behalf of Jarosh, noting that he was in the middle of a press trip up on the Island. She added that he had set up a time lapse camera in the park to catch the changing of the colors on the trees. She went on to say that the Milwaukee Journal Sentinel did a great article on Door County apples and five (5) fall getaways in Wisconsin.

Moneypenny advised the Tourism Zone that the DCVB would be sending a letter out to their lodging members regarding their vacancy calendars. He stressed that they needed to find a way to encourage folks to update their calendars. He said the letter would be stressing the importance of having accurate information as a level of customer service. Moneypenny outlined new guidelines regarding the calendars: they have to be updated every ten (10) days and if not updated within three (3) days of a warning email the calendar will be temporarily disabled. There will be warning emails generated automatically – it will be a two (2) week cycle. He stressed that Lodgical users automatically update, it is the non-Lodgical properties that will need to update their calendar every two (2) weeks. He stressed that it is all about the visitors. Providing accurate and reliable information when visitors are looking for a room is the goal; they need clean information.

Nelson asked about pay per click and the resulting engagement rate on the top of page 2 and asked what the engagement rate was.

Rasmussen said they added to pay per click this past month to increase web visits for fall. The engagement rate was 65%. She went on to say that it meant it was a click through to wherever they wanted the user to go to specific areas.

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

Roberts reported that for May 2016 reporting three (3) properties remain to report. For June 2016 reporting three (3) properties remain to report and for July eight (8) properties remain to report as of October 19th, 2016. Roberts went on to say that she sent out fifty two (52) no report letters for the report month of August on October 11th, 2016. She added that as of October 19th, 2016 thirty four (34) properties remain to report for August 2016. Roberts advised the Commission that a reminder email was sent for August reporting on September 19th, 2016 as a result of the number of responses from the survey requesting it. She noted the amount of unreported properties was more than last year when no reminder was sent.

The total outstanding due in unpaid taxes, fees and penalties is one hundred seventy one dollars and eight three cents ($171.83) from three (3) permit holders.

Roberts said that she had permitted five (5) new properties since the meeting in September; two (2) of which were a result of compliance efforts. She added that she was working on nine (9) unpermitted properties that are advertising online or have contacted the office regarding permitting.

Jackson asked if he could back up on the agenda to ask Moneypenny a question. Jackson asked about the amount listed on page four (4) of the marketing and communications report "advertising – media placed 2016". He said it looks like a single data point and maybe he wasn't looking at it right. He asked if the amount of $601,988 was the total of all external media dollars placed by the DCVB. Was it just print media, he asked.

Rasmussen replied that this number was only reflected in the media placed by their PR Company in out of home advertising, digital, print, social media and TV through September. She stressed that one would have to look at the line items on the budget to look at the overall expenditure of advertising placed.

Jackson asked if the number reflected all external media placed on behalf of the DCVB.

Rasmussen said that this was the external media buy and that she would defer to the line items on the budget for expenditures in advertising. The number only reflected one part of the external media buy. She used the example of social media buys which would be under advertising. They would all be separate line items on the budget and where the media buys are placed.

Moneypenny asked Jackson if he was asking if the DCVB had spent $601,988 on media year to date. He replied yes, the DCVB agency had spent these hard dollars for ad placement on the DCVB's behalf. All the other stuff that feeds off the advertising is not included in the number. These are hard dollars direct for the ads.

Jackson said that when he looked at the numbers compared to the $3.4 million collected in room tax versus the $601,988 on advertising. He said he wasn't making a case one way or the other and that this was much more complex than a single data point. As his eyes follow the data point he asked what is occurring with that.

Moneypenny reminded Jackson that the DCVB receives 66% of the collections and out of the 66% and then, 11% (approximately $325,000) goes back to the communities goes to SCP funding. He stressed that the DCVB didn't receive the $3.4 million that Jackson was referring to.

Rasmussen recommended that Jackson attend the upcoming strategic plan presentation. They will go over the budget and plan in detail during the meeting.

Jackson agreed and thought it would help him wrap his head around it.

Discussion on Current Comparable Occupancy numbers

Lensert noted that August was down -2.2% as of the report date, but reminded everyone of the number still to report and that August had four weekends this year as opposed to the five in 2015 which impacted numbers.

Year to date, Lensert said, the county is up 5.6% in room tax collections.

Consideration of approving reports and payables plus receipts

Jackson moved and Nelson seconded to approve reports and payables plus receipts. Motion carried.

Report from Commissioners on feedback from local boards on recent issues.

Ward shared that the Town of Liberty Grove has been in the process of dealing with entities looking for at least some funds coming out of the lodging tax. She noted for the Town of Liberty Grove lodging tax revenues provided funding for the community coordinator for Door County North in which the money is applied for annually and reports are submitted quarterly. The money also goes towards the Ellison Bay service club, Old Ellison Bay Days and Gills Rock Fireworks (along with personal and business donations for

the event). She said that the discussion had gotten heated and that the requests for money from lodging tax had exceeded what the Town of Liberty Grove takes in from lodging tax revenues. Ward added that there is such a misunderstanding of where the money comes from, how it gets divided and how it is used. She went on to say there is also confusion between the 30% that is distributed to the municipalities and the revenue that is directed to community marketing from SCP funds. She stressed that education needs to happen.

Jackson asked if Moneypenny would go back out on the road and have conversations with the local boards. New board members come in every May for every legislative body in the county and they have no idea what is going on with room tax, he said. Some of the decade old rumors resurface from time to time. He stressed that most don't have any idea what the DCVB and the DCTZC does. He felt it was time to clarify and asked Moneypenny to talk to the boards.

Moneypenny said he was happy to do so and felt that room tax revenues have created a money grab in the communities. He stressed that the municipalities will never touch the SCP funds as per the Entity agreement and the agreements with the communities. SCP money has a mandate of how and where the money goes and what the purpose is. There needs to be a re-education or a refresh of the boards and the community coordinators. Moneypenny said that he had found a document that he could use to go out and explain room tax, the SCP funds and what the DCVB does if need be as part of a re-education effort.

Jackson felt that part of the problem is that there is no training for new community coordinators. They receive a check and have no idea where it has come from. He mentioned a lot of turnover in the community marketing coordinator positions such as: Two (2) in Baileys Harbor, two (2) in Sturgeon Bay, Sister Bay has been through two (2), Ephraim has been through three (3) and Gibraltar has been through four (4) in his time in Door County.

Moneypenny said the difference is that Baileys Harbor just turned over their position and the new coordinator made an appointment with each person at the DCVB and learned what each person does within the entity and how it affects her role. He added that some of the ownership has to go back on the individual in the position and the need to learn what the DCVB does and how it effects the Community Coordinator position.

Jackson said he agreed. He said at the municipal government level there is the ICMA which provides a code of ethics, annual conferences, networking and education. There is a huge network to reach out for advice and help, he said. None of that exists for community coordinators and how that gets accomplished he didn't know.

Skare said it is budget time and more than likely that is why a lot of these questions have arisen. When you see the health of the economy and the activity that is going on, the way this is structured with money coming back into the communities is very helpful and is one of the reasons why we are very busy. When people come up they know what to do and where to stay. Some effort by the DCVB to re-educate the boards and the coordinators so that when ideas come up and the solution is posed that room tax money should be used, everyone knows it's not how it works. Skare used the example of folks wanting room tax funds to repair Eagle Tower or people who have been on the boards for years still ask what is done with room tax funds. People forget he stressed and repetition is appropriate.

Rasmussen said any help that the DCTZC could help with would be appreciated.

Roberts said that the board had a visitor and asked if she wished to talk to the board.

Kathleen Schmidt introduced herself and stated that she had just opened a B&B in Ellison Bay.

All welcomed Schmidt to the meeting.

She said that she was here to educate herself and absorb information to learn what is going on.

Everyone thanked Schmidt for taking the time to do so.

Schmidt said she had not received the email reminder.

Roberts replied that Schmidt had filed on time so she didn't get a reminder to file.

All thanked Schmidt for filing on time. Applause.

Schmidt said it is such an easy process she couldn't believe that people were ever late filing. Trying to understand how it all works is a little harder, but as long as you are organized filing was easy.

Skare joked that the conversation was being recorded.

Nelson noted that Moneypenny had been with the DCVB nine (9) years and remembered that one of the first things that he brought to the DCTZC was that this county had to start marketing itself together. One of the first things Moneypenny saw coming in as the new guy was that everyone was working on marketing their communities independently. The parochialism was working against the county. The SCP money is very valuable and over the years it has shown that it works to market together. If there was a policy document going back a few years, he said, would be helpful.

Moneypenny agreed on how far we have come and that he still believes in unification. One of the prime points in the marketing plan is to instill that we have to be unified to be strong. We have to educate everyone to see the value in working together. He went on to say that he never wants the day to come that he has to say I represent all of Door County except, this municipality. It would be so counterproductive. When we sell the quilt we have to make sure we all stay together. Since room tax came into existence, using 2009 as the base year (all communities on board), there has been over $1 million increase in room tax collections or more than $300,000 more has gone back to the communities for their 30% share. If communities work hard to grow and build tourism in their communities their share will grow as well as their community coordinator who will receive a larger portion of SCP funds. It is all based on the efforts of the communities into building tourism in their community; their quality of life is directly related to tourism growth in this country. If tourism goes away all the effects start to diminish.

Weddig pointed out that room tax dollars should not be spent on fireworks and felt that it should be reiterated again.

Moneypenny said that every May there is a big effort to send communication out to every household in the county and maybe some of the information needs to be structured differently. Maybe we need talk about how the dollar breaks down and give the communities a chance to break down how they use their 30% of the room tax money. How does the dollar break down? Door County is the gold standard, Moneypenny reflected on the reaction of giving a presentation at the Green Bay Chamber. He said first they wanted to hire Roberts and second they now understood why Door County is held up as the gold standard in room tax collections. He went on to say that the 4% that the DCVB invests in the DCTZC for collection, education, distribution and enforcement with the DCTZC all with an outstanding balance of a couple hundred dollars. It's a value, he said. He stressed that he wants people to understand the dollar breakdown.

Heise asked what the educational program looked like. If you went to the town board, what you lay out, he asked.

Moneypenny said it is a presentation with roughly twenty (20) slides that walks everyone through where the money comes from and what is done with it.

Heise asked about the 30% that goes back to the municipality, you don't touch that?

Moneypenny said there are no restrictions on how the 30% is spent by the municipality. It needs to be made clear; we don't tell the towns how to spend their 30%.

Heise asked if there was a partnership in the presentations.

Moneypenny said there are many times he's asked to tell a town how to spend their 30%. He stressed he isn't going to get involved in that, they decide.

Consideration of customer survey results, feedback and recommendations

Skare welcomed Jane Hillstrom of Hillstrom PR and asked her to share the results of the survey.

Hillstrom said the DCTZC hired her firm to assist with a customer survey in August to find out how people felt about the DCTZC. She asked Roberts to go over the numbers of the survey.

Roberts said that 1025 permit holders were sent the survey via email or regular mail for those who didn't have an email address on file. The total number of responses was 272 which was a response rate of 27.5%. The industry average for external surveys is 10-15%.

Hillstrom noted that the demographics played a key role in the results of the survey. She pointed out that 40% of the permit holders who took the survey were 65 or older and 33% were over 56 year old. In total 73% of respondents were over 56 years old. She went on to say that reflects into them wanting to continue to report by mail, their struggles with the internet and concerns over internet security issues. 68% of the respondent's owned 1-2 unit properties. 63% were owners that completed the survey. 31% of the respondents had been in the lodging business more than 15 years.

Hillstrom said that the first question of the survey dealt with the perception of the DCTZC. The most common rating was 5, but the average was 6 with 8 and 10 tied for the second highest rating. 132 respondents rated the commission 6 or above. She pointed out that this was very favorable; very few people give out a ten. For those who rated below a five (5) the survey asked them to specify why. She said that some felt strongly about their dislike, but to remember that there were more that felt favorably. She noted the comments could be read on the following page.

Those who commented that their perception was unfavorable said: "The Door County Tourism website is poor. The design is hard to search and not intuitive. I am very disappointed that our revenue went to such a bad site", "little appreciation for the work we do. Reminders are never received and quick to charge late fees." Hillstrom pointed out that this is the beginning of the confusion that you will see throughout the survey that the DCVB website has anything to do with the DCTZC – not viewed as separate entities. People don't understand the value because they don't know what the DCTZC does and the difference between the two (2) entities.

She noted in the favorable comments that there were specific mentions of Roberts, that she was friendly and helpful. Hillstrom gave kudos to the board for having the right person on board.

Heise said it is very rare to get positive comments in a survey.

Hillstrom reminded everyone that these responses about Roberts were part of an open ended question.

She went on to discuss the favorable comments, "contact with them has been helpful and kind", "By combining room tax resources of the entire county, we've been able to have a huge impact on tourism promotion", "Room tax is industry standard and I feel the funds are well used and needed to best market DC", and "They are doing a good job managing the funds, dispersing the funds, and looking for those who need to pay the tax. We appreciate all of their work." Hillstrom said some felt strongly against the DCTZC, but most like it. She went on to say that many don't understand the value and don't know what the DCTZC does.

Hillstrom went on to the second question which asked, "What is your biggest obstacle to timely reporting and how can the DCTZC remove the obstacles?" Hillstrom pointed out that most respondents said that they simply forget to file and would like to have a reminder. The office has already implemented the suggestion that came out of the survey comments. The office now sends monthly email reminders.

Hillstrom added that a lot of respondents asked about quarterly reporting. She noted that the survey response emails that Roberts has drafted takes care of addressing why quarterly reporting can't happen.

Question three (3), Hillstrom said, asked respondents to rate items from least challenging to most challenging in relation to what they thought where the greatest challenges for the DCTZC. Hillstrom noted the responses were all over the board. The responses showed that the DCTZC needs to communicate how everyone benefits from room tax money throughout all of Door County.

Question four (4), Hillstrom said, asked respondents to rate the DCTZC on various job descriptions. The results showed that respondents weren't familiar enough to have an opinion. Again it reinforces that people don't know what the DCTZC does.

Question five (5) asked respondents how they filed. 59% filed online and 41% filed by mail in reporting.

Question six (6) asked respondents on a scale from 1 to 10 where 1 is very difficult and 10 is very easy, how would you characterize your feelings towards the ease in which you report room tax to the DCTZC? The average rating was 7 and the most common rating was 10. The results showed that respondents felt filing was fairly easy.

Question seven (7) asked respondents if they had the ability to file online. Sixty four (64) respondents skipped the question, 87.5% said they had the ability to comply and 12.5% said that did not have the ability to file online. Hillstrom said, overwhelmingly the comments for this question showed that permit holders wanted to have a choice.

Question eight (8) asked what changes the DCTZC could make to help file your monthly room tax online. Hillstrom said demographics (65 and older made up 40% of the respondents) come in to play with the request to have the option to file by paper as portions of the demographic are concerned about security of linking anything to their bank account online. She went on to say that some didn't know they could file online, so more communication is needed. Other recommendations included reminders and a link in a reminder to the online filing URL.

Schmidt commented that she felt that most must not understand that they can fill in the banking information for payment each month instead of saving it to their profile.

Roberts agreed and said if she gets the opportunity to train a person for online filing that is something that she points out so that they feel more comfortable with online filing.

Hillstrom pointed out in the comments that some weren't aware that they could file online and some requested a tutorial.

Roberts mentioned that she has added the offer to teach permit holders to file online as part of the monthly email reminder.

Question nine (9), Hillstrom said, asked respondents if they paid dues to the Door County Visitor Bureau (DCVB). 63% said no and 37% said yes.

Question ten (10) asked respondents if they understood the difference between the Door County Visitor Bureau (DCVB) and the Door County Tourism Zone Commission. 39% said yes, 36% said no and 25% weren't sure. Hillstrom stressed that if you added the no and unsure respondents, 61% don't know the difference between the two (2) entities.

Question eleven (11) asked how well the DCTZC is doing with contracting and providing oversight to the DCVB. Hillstrom said the average rating was five (5) and the most common rating was five (5). Hillstrom pointed out that this result again showed that respondents don't know the roles of the two (2) entities and the rating of five (5) was a safe vote when you don't know.

Question twelve (12), Hillstrom said, asked respondents if they would be in support of the DCTZC exploring options to refund lodging providers a certain percentage of credit card fees as a marketing credit. She noted that this was a question that the Ad-Hoc committee requested. Hillstrom added that in hindsight the question could have been re-worded and felt that most didn't understand the question. 42% said yes, 18% said no and 40% were unsure. A lot of people commented about credit card fees, but when asked about a rebate the survey shows they didn't understand.

Moneypenny wanted to make sure that everyone understood that we are talking about 16.5 cents on every hundred dollars – the credit card fees are only on the room tax not the sales tax, not the room cost.

Jackson said this is a visceral thing and that the revolution started over a 4 cent tea tax.

Moneypenny stressed that for every thousand dollars that is processed it costs that lodging provider $1.65 to collect room tax in credit card processing fees. The remaining amount is the cost of the lodging and the credit card transaction fees are a cost of doing business. People misunderstand that the 3% rebate that is being discussed is on everything that they run through their machine and it is not. He stressed, it's only on the room tax portion and they forget that part.

Question thirteen (13), Hillstrom said, asked if in addition to the marketing services currently provided by the room tax, should the DCTZC provide lodging providers additional services. If so, what would they be? Hillstrom went on to say that again, most felt that they didn't have enough knowledge to answer. There was confusion between the roles of the two entities, some wanted more information and some wanted to know if the DCTZC was monitoring Airbnb and VRBO. Hillstrom pointed out that this was an opportunity to share that Roberts is on top of the rental sites. One comment asked that the DCTZC post vacancy information after business hours. Hillstrom said this comment again shows the misunderstanding between the entities.

Hillstrom went on to talk about Question fourteen (14), which asked if the DCTZC was to tackle new projects in the next five years, which projects would be most important choosing from the list below. Hillstrom said nothing really stood out here. The respondents felt that seminars to help lodging providers with their tourism marketing was most important.

Jackson asked Moneypenny if that was already done.

Moneypenny said that those asking for assistance with marketing are the 68% that aren't members and only rent to their family and friends and want help marketing. He said there are so many contradictions throughout the survey. He added that these people want help marketing but say they only rent to family and friends and aren't in business.

Rasmussen added that the door is always open for questions or insight on how to market.

Roberts asked if the offers was for members only.

Rasmussen said correct.

Nelson added that the DCVB has done mini conferences on marketing.

Question fifteen (15) asked the respondents if they had any questions for the DCTZC. 60% didn't have questions and 40% said they would have questions for the DCTZC. This was an open ended response, Hillstrom said. Overwhelmingly respondents wanted to know how the room tax revenues are spent, what are you doing for smaller lodging providers, why small single properties are considered a business, and how many properties pay room tax.

Finally Hillstrom said, question sixteen (16) allowed respondents to leave additional comments. Sample comments included, "Thank you", "I am very happy to pay as long as tourism promotion continues", "Keep up the good work" and "Be more upfront with where the money goes". Also Hillstrom said, "A

thank you for collecting tax would be appreciated now and then" and "a reminder of Door County exists south of the bridge." were among the comments. The comments were all over the board, Hillstrom said.

Hillstrom stressed that support comes from understanding and the results of the survey clearly show that there is a lack of understanding. A continuous stream of communication from the office would serve as an opportunity to build relationships with permit holders and help them understand. She added that the smaller permit holders that don't see themselves as a business due to repeat business or rentals from family or friends. This group needs to understand the value of what room tax does for the county. We need to build the relationship and position this as a team effort. Hillstrom went on to say that we are all in this together and room tax is part of our quality of life. We need to focus on building relationships and create a feeling of a team effort to encourage everyone to be a part of the team.

Schmidt asked if anything is being thought of the smaller businesses and everything seems geared towards larger businesses. The help that she has sought out has been hard to find and slow going, she said. Schmidt commented that it is the smaller permit holders that need help and that it seems skewed that small businesses pay the same membership fee as large properties. She said she would love to participate, but felt it was not structured for smaller properties.

Moneypenny said that it is a flat rate because everyone receives exactly the same services for the membership fees. He added that it has only gone from $350 to $395 in the past nine (9) years all the while the costs associated with membership climb just like a business's costs rise over the years. He stressed that there are a lot of benefits included with the membership fees not to mention a spot on the website for folks to find their businesses and make a reservation. Moneypenny recommended Schmidt talk to the DCVB membership department. He stressed that it is a flat price for all properties not tiered.

Jackson noted that he had talked to some individuals in the community regarding that particular item. He said what has been relayed to him was that the DCVB itself or at least the staff was not thrilled the fact the membership model was still being used. Jackson said no comment was needed at this point if they were or weren't. He asked that some mechanism were put in place for the Commission to aid the DCVB to obviate the membership fees for lodging providers so that there is more representation of the entire county. Jackson stressed that everyone would be included. Jackson recommended a legal opinion be requested from legal counsel for the following question: Is there any restriction on charging an annual fee as an extension of room tax and the revenues from the annual fees be utilized as an extension of the tax. If we were able to charge an annual fee would we be able to funnel the proceeds to the DCVB in order to change the membership structure so that if a few would not be charged for membership, Jackson asked.

And then back to Moneypenny, Jackson said, if the DCTZC could come up with the funds would the DCVB consider changing their membership structure. He added that he didn't know if Moneypenny could answer or if he would talk to his board.

Moneypenny responded by saying he didn't need to talk to his board. There are only two (2) models that the DCVB can work with: Partnership or membership. He went on to say that there is a membership model where you pay a fee and get certain benefits. The partnership model is a pay to play program. He added that the tax classifications 501(c)(6) talks about membership as part of the ability to maintain that status, it would be a difficult bridge to cross in regards to tax status. Whether or not they pay for membership they still have to pay for marketing.

Skare instructed Roberts to make note of the questions so that they can be discussed at the next Executive Committee meeting.

Moneypenny expressed that he felt that a big part of the problem is that permit holders feel that the room tax money that is collected and remitted is "their" money. They aren't paying anything and that is the misconception they have when they take the money. He stressed that they are collecting and remitting

under state law. He added that room tax is a pass through tax, but permit holders feel that they deserve something for doing what they are required to do under state law.

Skare said that the key is understanding and it needs repetition.

Moneypenny said that once you rent a room you become a business. Just because you are a cottage industry doesn't mean that you don't have to abide by the State statute.

Jackson and Heise left the meeting at 10:10 AM.

Nelson reminded everyone that the misunderstanding stems from ¾ of the permit holders are the little guys but 2/3 of the units are held by larger properties.

Schmidt felt that she was filling a need and is exclusively on Airbnb. She said Airbnb has done a great job with marketing and her rooms are full. She went on to say that there is a reason for the lack of permit holders with DCVB memberships.

Nelson reminded Schmidt that she was talking to two (2) bodies at the meeting. That the taxing body was the Commission and representatives were present from the DCVB. He added that what the DCTZC asks the DCVB to do is market all of Door County.

Schmidt said she wasn't opposed to room tax and believes that it does great things and works very well. She stressed that she didn't think it was unfair.

Skare asked Hillstrom for the scope of work.

Hillstrom said she was proposing a newsletter to better communicate to permit holders how the tax dollars are being used and how it benefits everyone. She added that she would go one step further by including the information from the Power of Tourism that goes out in May so that it feels like a team effort to promote tourism. Anytime one (1) entity is talking the other should be as well so that there is no separation. Hillstrom recommended that a team effort transpire between the two (2) entities. She said that working together to create more of a partnership so that the community can better understand the roles of the two (2) entities.

Moneypenny said that the "Power of Tourism" piece done for National Tourism week should be increased in production to include the DCTZC permit holders. He went on to say that previously it only went to Door County households, but he had just realized that to be all inclusive we need to include property owners not residing in Door County. He noted that they would up production of the publication going forward.

Dannhausen noted that there would be a huge benefit to the DCVB for communication to be a joint effort. He went on to say with 68% of permit holders not being members of the DCVB that the DCVB was missing over two hundred thousand dollars ($200,000) in membership revenues. He went on to recommend moving towards a membership model so that it would be more inclusive.

Skare asked if we would confuse more by communicating together as a joint effort.

Hillstrom recommended on focusing on the moveable middle but there will be about 15% that won't budge. It would still come from the Zone Commission but the newsletter would mention where the marketing dollars are going.

Rasmussen recommended getting the information on where the money is spent at the municipal level.

Roberts said that every compliance letter and new permit holders packet gets a publication that has quotes from most municipalities on how they use their 30%. Roberts went on to say that it is on the website as well.

Larson felt that the survey confirmed what we already know. He went on to say that we don't need to be warm and fuzzy as a tax entity, but we do need good communication. He went on to say he doesn't know where his tax money goes.

Moneypenny stressed that it is the job of the DCTZC to do the collection and enforcement and the DCVB job is to market Door County to get people to visit. It comes down to education.

Nelson added that ten (10) years ago after Fall Fest the county would be a ghost town and now the county is full through November. He stressed that many of the permit holders have only been in business less than five (5) years and have only known the "good" times. Room tax and marketing have done this and it has been a joint effort. Prior to room tax Door County was in crisis.

Hillstrom said that they have no correlation to what it was like prior to room tax.

Moneypenny said that over the last nine (9) years we have seen the power of room tax dollars. He stressed that if we can't create the need and want to visit through marketing dollars, customers won't visit.

Johnson left the meeting at 10:25 AM

Skare thanked Hillstrom for her help in conducting the survey.

Roberts said that there was a proposal from Hillstrom PR that was recommended by the Ad-Hoc committee to do a quarterly newsletter with the focus on education and communication with our permit holders.

Nelson moved and Dannhausen seconded to approve the proposal by Hillstrom PR to create four (4) newsletters a year at a cost of $9,000. Motion carried.

Roberts stated that due to a lack of a quorum there would be no Closed Session.

Adjournment
Larson moved to adjourn; Ward seconded. Motion carried.

Respectfully submitted,

Kim Roberts

Kim Roberts
Administrator

WATER, SEWER COLLECTION, AND STORM SEWER COMMITTEE MEETING MINUTES

TUESDAY, DECEMBER 13, 2016

SISTER BAY WASTEWATER TREATMENT PLANT - 2124 AUTUMN COURT

(APPROVAL PENDING)

The December 13, 2016 meetings of the Utilities (WWTP) Committee and the Water, Sewer Collection, and Storm Sewer Committee were called to order by Committee Chair Pat Duffy at 7:34 A.M.

Present: Committee Chair Pat Duffy, and Members Scott Baker, and Denise Bhirdo.

Staff Members: Utilities Manager Mike Schell, Utilities Supervisor Dave Alberts, and Enterprise Clerk Anastasia Bell.

Excused: Village Administrator Zeke Jackson

At 7:35 A.M. a motion was made by Duffy, seconded by Baker, that the December 13, 2016 meeting of the Water, Sewer Collection, and Storm Sewer Committee be recessed until such time as the meeting of the Utilities - WWTP has been adjourned. No discussion, motion carried – All Ayes.

At 7:55 A.M. a motion was made by Baker, seconded by Bhirdo, that the December 13, 2016 meeting of the Utilities – WWTP Committee be adjourned. Motion carried – all Ayes.

The member of the Utilities – WWTP Committee immediately reconvened, and their meeting was called back to order at 7:55 A.M.

Approval of the Agenda for the December 13, 2016 Water, Sewer Collection, and Storm Sewer Committee Meeting:
A motion was made by Duffy, seconded by Bhirdo, that the Agenda for the December 13, 2016 meeting of the Water, Sewer Collection, and Storm Sewer Committee be approved as presented. Motion carried – All ayes.

Approval of the October 6, 2016 meeting minutes:
It was noted that the wrong minutes were included in the packet. The October 6, 2016 meeting minutes will be included in the packets for the next meeting of the Committee.

Public Comments and Correspondence
Duffy noted that no correspondence had been received and asked if anyone wished to address a non-agenda item. No one responded.

Discussion Items
Item No. 1 Report from the Utilities Director on the status of the utilities
The Utilities Director's Report was included in the meeting packets, and the Committee members jointly reviewed that document. During the review process Schell noted that:

- The sewer rate study is in progress; Bell commented that Schencks requested more information yesterday and their request will be fulfilled ASAP. The study will reveal whether or not rates should change.
- *The Committee members jointly reviewed the smoke test result documents. Schell confirmed that the Utilities will not responsible for any deficiencies in the tested area at this time. One customer, who has complained about odors several times in the past, will need to replace several toilet wax rings; one business, which required additional televising, has voluntarily started to replace the grease trap and pipes after hiring a private televising company; and one resident, who had smoke coming into their home, has identified a broken lateral. It is unclear who may have dug in the area in question and caused the damage. The Committee granted Schell the power to split the repair costs with the homeowner at this location.*
- *Schell commented that the deficiencies within the Village Hall may be a health and safety risk due to the potential for Hydrogen Sulfide, a sewer gas, to leak into the building. In light of this new information, The Utilities Committee recommends that the employees from the Parks Department repair the deficiencies identified by the smoke test within the Marina and the Village Hall; with the Village Hall being a priority due to the potential health and safety hazards.*
- *Duffy inquired as to why there is no hot water in the Village Hall; it was also the consensus that this issue shall be referred to the Parks Committee.*
- The model created for the Liberty Gove pressure study assisted in finding an additional 100 gpm for the calculation of the Fire Department's ISO rating. The seasonality of the district was also reviewed and corrected based on the actual flow available. Bhirdo commented that Fire Chief, Hecht explained how the ISO rating is separated into categories based on hydrant coverage and the two values together helped to improve the overall rating. Duffy inquired if this study could affect the decision regarding a new water tank or well. Schell replied that many discussions will still need to occur before a decision can be made, but a well may be the better option because there is less maintenance. Tanks have annual requirements when they are refilled for use where well pumps can just be turned on or off based on the demand.
- A memo regarding 2016 private well permitting was included in the packet, and the committee members jointly reviewed this document. During the review process Schell commented that the 2015 Consumer Confidence Report documented our failure to enforce the current Well Ordinance. This should not be noted on the 2016 report as the permitting process, which results in compliance, is almost complete.
- Bhirdo inquired about the "do not flush wipes" comment on the most recent utility bills. Schell replied that flushing of wipes was the main reason for the most recent damage to the shaft at the Pheasant Park lift station. Additional information should be provided in the upcoming Village and/or electronic billing newsletter. It may also be wise to provide the information to John Lowery and/or Bud Kalms for inclusion in the Town of Liberty Gove's Newsletter.

Item No. 2 Discussion regarding the estimates received for the swamp pump; consider an appropriate motion for action if relevant.

Swamp Pump proposals from Crane Engineering and Energenecs were included in the meeting packets, and the Committee members jointly reviewed these documents. During the review

process Schell commented that the Crane Engineering proposal is more expensive but it is a higher quality pump with steel pipes and it has been designed to fit the current setup.

A motion was made by Bhirdo, seconded by Baker, that the Utilities Committee accepts the Crane Engineering proposal for the replacement of the swamp pump in the amount of $25,000.00 plus labor.

Duffy noted that due to the elevation changes which occurred during the construction process, this issue may need to be reviewed by the Village Board. He also confirmed that the 2017 budget includes the creation of a Swamp Pump CIP account. Schell noted that the Swamp Pump currently services a drainage basin created by the Village and residential flooding will occur if the pump were to stop working.

Bhirdo and Baker then amended their motion in such fashion that is reads: A motion was made by Bhirdo, seconded by Baker that the Utilities Committee recommends that the Village Board authorize replacement of the Swamp Pump on the proposal which was received by Crane Engineering. Motion carried – All Ayes.

Item No. 3 Discussion regarding extensions; consider an appropriate motion for action if relevant.

A report from the Village Administrator was included in the meeting packets, and the Committee members jointly reviewed this document. During the review process Duffy requested clarification on the outcome at the Stony Ridge Development. Schell confirmed the pipes were installed because they were on site during the inspection and it was in the best interest of the Village to create the infrastructure prior to the road being built and Garot will be responsible for the roadway as indicated in the report.

Item No. 4 Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or Employee:

The next meeting of the Water, Sewer Collection, and Storm Sewer Committee will be conducted at the Wastewater Treatment Plant at 7:30 A.M on February 7, 2017.

The committee requested that a list be created which delineates items to be replaced at the plant and Bhirdo recommended Schell review the Fire Department budget for an example of an applicable report. This list will be addressed at a future meeting of The Water, Sewer Collection, and Storm Sewer Committee.

Adjournment:

A motion was made by Baker, seconded by Bhirdo, to adjourn the December 13, 2016 meeting of the Water, Sewer Collection, and Storm Sewer Committee at 8:57 A.M. Motion carried – All ayes.

Respectfully submitted,

Anastasia Bell

Anastasia Bell
Enterprise Clerk

UTILITIES (WASTEWATER TREATMENT PLANT - WWTP) COMMITTEE MEETING MINUTES

TUESDAY, DECEMBER 13, 2016

SISTER BAY WASTEWATER TREATMENT PLANT – 2124 AUTUMN COURT

(APPROVAL PENDING)

The December 13, 2016 meetings of the Utilities - WWTP Committee and the Water, Sewer Collection, and Storm Sewer Committee were called to order by Committee Chair Patrick Duffy at 7:34 A.M.

Present: Committee Chair Pat Duffy, and Members Fred Anderson, Scott Baker, Denise Bhirdo, Hugh Mulliken, and Peter Sauer.

Staff Members: Utilities Manager Mike Schell, Utilities Supervisor Dave Alberts, and Enterprise Clerk Anastasia Bell.

Excused: Village Administrator Zeke Jackson

At 7:35 A.M. a motion was made by Duffy, seconded by Baker, that the December 13, 2016 meeting of the Water, Sewer Collection, and Storm Sewer Committee be recessed until such time as the meeting of the Utilities - WWTP has been adjourned. No discussion, motion carried – All Ayes.

Approval of the Agenda for the December 13, 2016 Utilities - WWTP Committee Meeting:
A motion was made by Mulliken, seconded by Sauer, that the Agenda for the December 13, 2016 meeting of the Utilities - WWTP Committee be approved as presented. Motion carried – All Ayes.

Approval of the October 6, 2016 Meeting of the Utilities - WWTP Committee meeting minutes:
A motion was made by Baker, seconded by Bhirdo, that the minutes for the October 6, 2016 meeting of the Utilities - WWTP Committee be approved as presented. Motion carried – All Ayes.

Public Comments and Correspondence
Duffy noted that no correspondence had been received. He then asked if anyone wished to address a non-agenda item. No one responded.

Discussion Items
Item No. 1 Report from the Utilities Director on the status of the Utilities
The Utilities Director's Report was included in the meeting packets, and the Committee members jointly reviewed that document. During the review process Schell noted that:

- The pretreatment plant upgrades are complete except for one bracket which is going to be installed by August Winters prior to the final payment.
- The model is complete for the Liberty Grove pressure study. It will now be modified to get solutions. The Garot project also improved pressure throughout the system because there is no longer a dead end by Scandia Village. They will also look into looping the system near the Erickson or Forkert properties.
- A Focus on Energy grant of $50 per horsepower will be awarded after the lift station upgrades are complete. VFDs should also help to save electrical costs.

- The WPDES permit has been published in the paper and the only major change is that the Phosphorus level was reduced to 0.6.
- The ferric chloride tank leak may have slowed or the chemical has hardened. This will be repaired in the spring and an applicable quote was included in the meeting packets.
- There has been an increase in our hauled waste from Royal Flush. The waste will continue to be accepted as it is income and we have not been near our capacity limits.

Item No. 2 Discussion regarding the main lift station upgrade; consider an appropriate motion for action if relevant.

A proposal for engineering fees from Robert E. Lee to work with an Electrical Engineer on creating at least two and possibly a third plan for upgrading the main lift station was included in the meeting packets, and the Committee members jointly reviewed that document. During the review process Schell noted that the Electrical Engineer will likely recommend soft start generators in order to increase pumping abilities as well as advanced telemetry units which will monitor how often the wells run. The electrical panels at the main lift station will also be reviewed as they are currently obsolete and it is increasingly difficult to find parts. This may be the optimal time as a lot of the electrical components will need to be re-worked for the new equipment. Schell requested the Committee approve the proposal and allow the engineers to create plans for the upgrades.

Mulliken inquired if all the wells are needed during the winter and how this would be affected by power failures. Schell responded that the pumps are rotated during the winter. Power failures may not be a big problem during this time of the year as long as none of the pumps are out of service for repairs

Bhirdo mentioned that the Village will be reviewing the Door County Hazard Mitigation Plan. This plan allows the Village access to FEMA funds after disasters. Schell indicated that mutual aid agreements are already in place between the Utility Departments throughout the County, but another municipality's equipment may not be readily available depending on the type of incident.

A motion was made by Mulliken, seconded by Bhirdo, that Robert E. Lee shall be hired to work with an Electrical Engineer on creating plans for updating the main lift station. The cost of creating the plans shall not exceed $13,730.00. Motion carried – All Ayes.

Bhirdo asked how the plans can be cost effective and Schell responded that that pumps now have better priming systems and the proposal will allow the engineers, who design plants every day, to make the cost determination. Anderson inquired if 3-phase power is available and if VFDs would be installed as part of this upgrade; Schell replied that the existing pumps are 3-phase pumps and he hopes to continue with VFDs to decrease costs.

Item No. 3 Discussion regarding matters to be placed on a future agenda or referred to a Committee, Official, or Employee:

There were no matters to be placed on a future agenda or referred to a Committee, Official, or Employee.

Adjournment:
At 7:55 A.M. a motion was made by Baker, seconded by Bhirdo, that the December 13, 2016 meeting of the Utilities - WWTP Committee be adjourned. Motion carried – all Ayes.

Respectfully submitted,

Anastasia Bell
Enterprise Clerk

Youth Center

Meeting called to order on November 11, 2016 at 4:45. In attendance: Kathy Enquist and Shannon Jungwirth.

Correspondence: none.

Minutes approved.

Treasurer's report. The checkbook balance is $2,087.43. Check was written to Kathy Enquist for $19.94 for pizzas and water. A connector was also purchased at Hammersmith to play sound from the DVD player.

Business Items: Furniture will be moved to allow the Friends of Gibraltar to use the Village Hall on Thanksgiving weekend. Heather Anderson has been taken off the duties of secretary since she has not attended meetings or contacted anyone on the board.

Report on the attendance at the center: We had a Halloween party on October 29th. We decorated the basement and played Tim Burton movies. Since then we have had no chaperones volunteering -the center will be closed on Saturday the 12th. Derreck and Kirsten Linder do every other saturday. The youth center will also be closed for the Thanksgiving holiday for the FOG event.

Adjournment: meeting adjourned at 5:15.

Next Meeting: Friday January 13th at 4:45.