

Village of Sister Bay
Committee/Commission Bylaws and Rules
(Amended July 15, 2025)

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. Meetings may also be held electronically as long as the public has access to the meeting via a participation link.

3. Quorum

A majority of board/committee/commission/task force membership shall constitute a quorum for the transaction of business. In the event a quorum is not present, the Village President, serving in an ex-officio capacity, may participate in the meeting so that a quorum can be declared present.

4. Absences and Attendance

Any member of a committee or commission who has knowledge of the fact that they will not be able to attend a scheduled meeting shall notify the Village Clerk of their anticipated absence at the earliest possible opportunity. The Village Clerk 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 Clerk 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.

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. Agendas 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 their designee is responsible for seeing that a copy of the minutes is provided to the Village Clerk prior to the next scheduled 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.

The Village President and trustees, and committee members whose duties allow for compensation, shall be compensated for their attendance at meetings per the Ordinance adopted in the fall of the year preceding a Spring election of officers. For any member who does not wish to accept compensation, annually a waiver shall be filed with the Finance Director indicating their intentions to waive said compensation.

7. Budget

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

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 whether they be a resident or non-resident of the Village.

Community Member-at-Large shall mean a person who does not reside in the Village nor do they own land in the Village, but they live in the Sister Bay area, as determined by the Chair of the Committee, and who has expertise or knowledge beneficial to the committee. Community Members-at-Large are appointed only after a sincere attempt to attract committee members has resulted in no citizen or resident interest. Members-at-Large can only serve on ad hoc committees, task forces, or as alternates on the Marina Committee.

Stakeholder shall mean a person with a vested interest in the outcome of a specific Village property, product, action, or service. For purposes of these bylaws, a stakeholder shall not have a financial interest in the property, product, action or service.

Ex-Officio – The Village President, as allowed by these bylaws, who may participate in a meeting solely for the purposes of ensuring a quorum is present at a meeting so official business may be conducted. The President, when serving in an ex-officio capacity, shall have voting privileges. A per diem shall be paid when the President is serving in the ex-officio capacity. Staff and certain committee members, as allowed in these bylaws, can also serve in an ex officio capacity; in such instances the ex-officio person serves the role of providing information and assistance, has no impact on quorum, has no voting privileges, and is not paid a per diem.

Duties of Committees or Commissions

(An asterisk represents a paid appointment)

Door County Coastal Byway Commission* *(Other Committee Appointments)*

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 staff person represent it on the Commission.

Emergency Management and Hazard Mitigation Planning Task Force* *(A Statutorily Dictated Committee)*

Drafts and presents for adoption an Emergency Management Plan and program and a Hazard Mitigation Plan. Recommends a person responsible for plan implementation and to perform the duties outlined by Statute. The task force is comprised of the Village President, two trustees, County Emergency Management Director or their representative, and the Fire Chief. The Village Administrator and Village Clerk (as Recording Secretary) shall also serve on the task force but be non-voting members.

Finance Committee* *(A Standing Committee)*

The Finance Committee shall consist of three trustees and two citizens and oversees the formulation of the annual budget for the Village of Sister Bay. The citizen members shall have two- and three-year staggered terms. The Finance Committee also:

- (a) Acts as the budget hearing committee and receives requests from various Village committees;

- (b) Consolidates and tabulates preliminary budget requests, including outlay and revenue accounts; and,
- (c) Conducts a budget review meeting with the Village Board.

Fire Board* *(A Standing Committee)*

The Sister Bay/Liberty Grove Fire Board is the governing body of the Sister Bay/Liberty Grove Fire Department. The Fire Board shall consist of two members from the Village of Sister Bay and three members from the Town of Liberty Grove and is bound by Ordinance 2025 - 006 and 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 Director for review before the Finance Committee.

Fire District Exploratory Committee* *(Other Committee Appointment)*

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.

Green Tier Legacy Community Committee *(*Chair is paid; volunteers are unpaid) (An Ad Hoc Committee)*

The Ad Hoc Green Tier Community Committee shall be chaired by the Village President or a Village Trustee. Non-reimbursable volunteer members shall consist of a minimum of three stakeholders. The committee is tasked with suggesting and engaging in activities that lead to the attainment of Green Tier Community status for the Village of Sister Bay. The committee shall report to the Village Board, who will in turn vote on any requests from the committee as to funds, approvals, policies and any other actionable decisions impacting the Village budget. This committee was enacted by the Village Board on June 15, 2021.

Historical Society* *(Other Committee Appointment)*

The trustee who is appointed Historical Society Liaison shall serve as the liaison between the Sister Bay Historical Society and the Board of Trustees.

Holiday Lighting Task Force* *(An Ad Hoc Task Force)*

Established on December 19, 2023 by Resolution No. 2023-027 and amended March 25, 2025 by Resolution No. 2025-003. The Holiday Lighting Task Force is to be comprised of four to seven stakeholders who shall be responsible for reviewing the current holiday decorations and policies, determining if the decorations and policies need to be revised, and how, what the associated budget needs would be, and the timeline for implementation. Recommendations will be made to the Parks, Property & Streets Committee. It is anticipated the Task Force will complete their work within twelve months so any recommendations, if accepted, can be incorporated into the 2026 budget or subsequent budgets. The stakeholders shall serve as volunteers. A trustee may be appointed chair of the task force, but in the event a trustee is not appointed, the task force members shall vote for and appoint a chair and a vice-chair of the task force. Trustees serving on the task force shall be compensated for their time. The Parks Maintenance Supervisor, and

the Village Administrator, shall serve as the staff advisors to the task force, but are not required to attend all meetings, rather attend when information is requested of them. Upon cessation of the twelve-month task, the task force is hereby dissolved.

Housing Committee* *(A Standing Committee)*

The Housing Committee shall consist of no less than five nor more than nine Village stakeholders, three members of which shall be trustees. The stakeholders shall serve as volunteers. The committee is tasked with identifying a housing model, impediments to affordable housing, and address design, financing, physical layout as well as other aspects involved in community-provided workforce housing.

Library Commission* *(A Standing Committee)*

The Library Commission 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. There shall also be one Town Board member and two 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. 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 Director to present to the Finance Committee.

Marina Committee* *(A Standing Committee)*

The Marina Committee shall consist of three trustees, two stakeholders and the Marina Manager. The Marina Manager shall serve as an ex-officio non-voting member. Two alternates shall also be appointed to ensure a quorum is always present at meetings. The Village Board has determined that residents or citizens, and the alternates, 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 Director for presentation to the Finance Committee.

Parking Task Force* *(An Ad Hoc Task Force)*

Established on December 19, 2023 by Resolution No. 2023-026 and amended March 25, 2025 by Resolution No. 2025-003. The Parking Task Force is comprised of four to seven stakeholders who shall be responsible for analyzing the Village's on-street and off-street public parking situation, associated parking needs, research other communities and their solutions to congestion and parking issues, and make recommendations to the Parks, Property & Streets Committee. It is anticipated the Task Force will complete their work within twelve months so any recommendations, if accepted, can be incorporated into the 2026 budget or subsequent budgets. The stakeholders shall serve as volunteers. A trustee may be appointed chair of the task force, but in the event a trustee is not appointed, the task force members shall vote for and appoint a

chair and a vice-chair of the task force. Trustees serving on the task force shall be compensated for their time. The Village Administrator shall serve as the staff advisors to the task force but are not required to attend all meetings, rather attend when information is requested of them. Upon cessation of the twelve-month task, the task force is hereby dissolved.

Parks, Property and Streets Committee* *(A Standing Committee)*

The Parks, Property and Streets Committee shall consist of three trustees, and two resident members. The Village Board has determined that the resident members of the Parks Committee are entitled to compensation for their 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;
- (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, sidewalks and trails;
- (d) Ensuring adequate access to technology and broadband infrastructure to public properties and buildings, with the referral of any software needs to the applicable oversight committee; and,
- (e) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

Personnel Committee* *(A Standing Committee)*

The Personnel 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 Director to present to the Finance Committee.

The committee shall also:

1. *Approve, implement, and maintain a mechanism for the performance evaluation of employees as outlined in the Employee Handbook.*
2. *Review and establish employee recruiting, hiring and retention procedures, including review of resumes, observation of interviews of department heads by a member of the committee (typically the Chair) or their designee, and participating in all Department Head Exit Interviews.*
3. *Recommend compensation schedules to the Finance Committee.*
4. *Develop, approve and update personnel policies in the Employee Handbook as needed.*
5. *Consider recommendations from the Village Administrator for the organizational structure and staffing levels of Village departments.*
6. *Review departmental requests for creation, deletion, reallocation, and changes in position (not an individual).*
7. *Periodically review employment application forms and hiring guidelines.*
8. *Responsible for recruitment and interviewing of the Village Administrator, after which a recommendation will be sent to the Village Board for discussion and approval.*

9. *Conduct an annual performance evaluation of the Administrator and make recommendations to the Board as outlined in the Employee Handbook.*

Plan Commission* *(A Statutorily Dictated Committee)*

Per Wisconsin Statutes, Section 61.35, Villages are bound by the rules established for city planning, as outlined in Stats. 62.23. Those statutes require the Plan Commission consist of seven members, four of which must be resident members. There can also be one ex-officio non-voting resident or citizen member with recognized experience and qualifications related to planning and development. Per Village Bylaws, the Chair shall be the Village President, or their designee from its membership. The Village Board has determined that residents who serve on the Plan Commission are entitled to compensation for their services. The Plan Commission shall promote the public health, safety, comfort, aesthetics, and general welfare of the Village as provided in Chapter 66 of the Village's Code of Ordinances. Chapter 66 provides for administration and enforcement of applicable Ordinances and provides penalties for violations. All members shall, by statute, serve a three-year term.

In the event there is an extended absence of a Village/Zoning Administrator, the Plan Commission Chairperson may elect to act as temporary Zoning Administrator to conduct initial reviews of potential development projects and be available to answer related zoning questions prior to submission to the Plan Commission. The Chairperson shall be compensated as stated in the ordinance adopted by the Village Board which sets the compensation schedule for trustees and committee members.

Sewer and Water Utilities Committee* *(A Standing Committee)*

The Sewer and Water Utilities Committee was created to oversee and plan all aspects of Sister Bay's Wastewater Treatment Plant, 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 and Lead Operator/Utilities Director shall serve as ex-officio non-voting members.

Sister Bay Advancement Association Board of Directors* *(Other Committee Appointments)*

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.

Technology and Telecommunications Committee* *(A Standing Committee, all members paid)*

Created in 2025 via Resolution 2025-020 this committee is to develop a strategic plan for the village as to its technology and telecommunications infrastructure. The committee will meet as needed to review infrastructure needs and alignment with the strategic plan. Membership consists of one trustee and two stakeholders, whom are all paid for their meeting attendance.

TIF Joint Review Board* *(A Statutorily Dictated Committee)*

State law provides for a Joint Review Board (JRB) and defines its members and responsibilities. JRB members represent a taxing jurisdiction (municipality, county, school, technical college). It is the JRB's responsibility to approve or deny the creation or amendment of a Tax Incremental District (TID). If the JRB approves the TID, it viewed or heard convincing evidence of the need for

Tax Incremental Financing (TIF) assistance to make the development a reality. The JRB jurisdictions agree to sacrifice some amount of tax revenue for many years into the future expecting the tax base will ultimately increase.

The JRB meets annually before June 30 to review the TID reports and on an as-needed basis to review a request or create or amend a TID.

Tourism Zone Commission* *(Other Committee Appointment)*

The Door County Tourism Zone Commission is an intergovernmental entity established in 2006 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 an 8% tax on room charges, and the Village is bound by Ordinance No. 123-121206, and Resolution No. 160-121206, subsequently amended by Resolution No. 452-02162021, Resolution No. 467-08172021 and Ordinance 284-081721, which relate to the room tax and the creation of an Intergovernmental Tourism Zone Commission.

By the passage of Resolution 369-112117 and Ordinance 256-022118, Sister Bay has been designated as a Premier Resort Area and enacted an additional 0.5% sales tax as allowed by Wis. Stats. Sec. 66.1113(2)(G) and Subchapter X of Chapter 77, Wis. Stats., thereby bringing the total tax rate to 6%. Based upon the room tax collected to date, Sister Bay is entitled to have three members, who shall serve one-year terms and have voting privileges. Per Ordinance 123-121206, the appointment shall not receive pay for attendance from the Commission, but may be reimbursed for travel expenses. This ordinance was superseded by Ordinance 2023-005 which reaffirmed members are not to be paid by the Commission. However, the Village, via Resolution 2023-009, determined the Village would compensate trustees appointed to the Commission for their attendance at meetings.

Village Administration Building Review Task Force* *(An Ad Hoc Task Force)*

Established on March 25, 2025, per Resolution No. 2025-002, the task force shall be comprised of eight stakeholder members. The task force will review the placement of the future village administration building and its design and interim options for the administration space. This task force will provide its results to the Village Board of Trustees at its June 2025 meeting. Upon cessation of the task, the task force is hereby dissolved.

Village Hall Planning Task Force *(*Chair is paid; volunteers are unpaid) (A Task Force)*

Originally established as a two-year task force assigned the task of determining the best use of the Village Hall, renovations needed, and how to fund those renovations. In 2024 the term of the task force was extended to November 15, 2025, provided a CDBG grant application was awarded funding; if the grant was not awarded, the term was to expire upon notification the application for grant funds was denied. In April 2025 the Village Board decided not to pursue a CDBG grant at that time, so the task force was effectively dissolved. In May 2025 a new task force was established. The task force shall be comprised of at least five but not more than seven voting stakeholders, two of which shall be trustees. With regard to non-trustee appointments, priority shall be given to low to moderate income individuals, those skilled in fundraising, design, and general contracting. The task force shall also include two ex-officio non-voting members, whom shall be Village employees. The ex-officio members shall include the Village Administrator,

and the Village Clerk who is the employee responsible for renting the Hall, and who shall also serve as Recording Secretary.

Zoning Board of Appeals* *(A Statutorily Dictated Committee)*

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. Also, the Zoning Board of Appeals has the power to grant variances from the Village's Zoning Ordinance.

As required by Wisconsin Statutes, 62.23(7)(e)2, members shall be appointed for three-year terms, except that of those first appointed one shall serve for one year, 2 for 2 years and 2 for 3 years. The Village President shall appoint the Chairperson. The President shall also appoint, for staggered terms of 3 years, 2 alternate members of such board, in addition to the 5 members above provided for. Annually, the President shall designate one of the alternate members as 1st alternate and the other as 2nd alternate. The 1st alternate shall act, with full power, only when a member of the board refuses to vote because of interest or when a member is absent. The 2nd alternate shall so act only when the 1st alternate so refuses or is absent or when more than one member of the board so refuses or is absent. The residents serving on the Zoning Board of Appeals shall be compensated for their services at the same rate as a Village appointed committee or commission member, said compensation set by ordinance.

The Zoning Board of Appeals shall adopt their own, separate Rules of Procedure.