

VILLAGE BOARD MEETING

TUESDAY, JANUARY 21, 2025 – 6:00 PM



Sister Bay Liberty Grove Fire Station – 2258 Mill Road

To access the meeting electronically, click:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OlqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

Meeting ID: 443 990 1723 Passcode: 304078

To connect by phone: 1-301-715-8592 - Meeting ID 443 990 1723#

[Deviations from the agenda order shown may occur](#)

For additional meeting information visit: www.sisterbaywi.gov, click 'Agendas and Minutes'

AGENDA

1. Call to Order (Zoom Participants Mute Devices)
2. Roll Call
3. Approve Agenda
4. Approve Meeting Minutes: December 17, 2024
5. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
6. Discussion/Action Items
 - a) Tax Levy/Tax Bills; Information & Recommendations
 - b) Post Office; Lease Update
 - c) Contract; Administration Building; Construction Drawings; Mc Mahon
 - d) Contract; Administration Building; Civil Site Design; Stantec Consulting
 - e) Contract; Triangle Area Engineering; Robert E. Lee
 - f) Contract; Marina Commercial Vendor; Sail Door County; Inksetter & Bayirli
 - g) Monthly Financial Report and Appropriations
7. Staff Reports
8. Department Annual Reports
9. Committee Reports (see below)
10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
11. Executive Session:
 - a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, re: Village Administrator Annual Performance Evaluation.
 - b) Motion to Reconvene into Open Session
 - c) Motion for Action, if Appropriate
12. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Julie Schmelzer, Village Administrator, at julie.schmelzer@sisterbaywi.gov. It is possible that members of and possibly a quorum of members of other governmental bodies may attend the meeting to gather information; no action will be taken by any governmental body other than the body specifically referred to above. 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 or accommodation at no cost to the individual. 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 Administration Office at 854-4118; (FAX) 854-9637; or by writing to 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 online and at the Village Administration Building during operating hours (8 a.m. to 4 p.m. Mondays – Thursdays, 8 a.m. to noon on Fridays).

The Village of Sister Bay is an Equal Opportunity Provider and Employer

1. Finance Committee	9. Parks, Property & Streets Committee
2. Fire Board	10. Personnel Committee
3. Ad Hoc Green Tier Legacy Community Cmte	11. Plan Commission
4. Historical Society	12. SBAA
5. Housing Committee	13. Tourism Zone Commission
6. Library Commission	14. Sewer and Water Utility Committee
7. Marina Committee	15. Village Hall Planning Task Force
8. Parking Committee	

Posted Date/Signature _____

AGENDA ITEM 4

Approve Minutes: December 17, 2024

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, December 17, 2024
(Approval Pending)

Agenda Item No. 1. The December 17, 2024 meeting of the Sister Bay Village Board of Trustees was called to order by President Nate Bell at 6:00 P.M.

Agenda Item No. 2. Roll Call

Present: President Bell and trustees Denise Bhirdo, Louise Howson, Kurt Harff, Alison Werner, Patrice Champeau, and Lilly Orozco

Staff: Village Administrator Julie Schmelzer, Finance Director/Treasurer Vlad Gannik, Utilities Director Megan Barnes and Clerk Heidi Teich

Others: Laurel Harff, Amy and Zach Zacharias, Dave Matasek, Karen Berndt, Dick Burress, Deb Fitzgerald, Roman Collak, "Trustee", "Mary", Justin Fischer, Sally Pfeifer, Martha and Ray Pelrine, "Guest"

Agenda Item No. 3. Approval of the Agenda

A motion was made by Werner, seconded by Harff that the Agenda for the December 17, 2024 meeting of the Village Board of Trustees be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes

A motion was made by Bhirdo, seconded by Orozco that the minutes of the November 19, 2024 and December 12, 2024 meetings of the Village Board of Trustees be approved as presented. Motion carried – All ayes.

Agenda Item No. 5. Comments, correspondence, and concerns from the public

Correspondence for this meeting included an email notification from the League of Wisconsin Municipalities regarding new online training offerings for elected officials. An email from Rodney Hedeon, 10877 N Bay Shore, 10881 N Bay Shore Dr and Tavernier, FL, was received after the meeting packets were prepared and forwarded to the trustees prior to this meeting. Mr. Hedeon expressed his displeasure with what he calculated as a 229% increase in the mill rate for Sister Bay in 2024.

President Bell asked if anyone wished to offer any additional comments.

Richard Burress, 2340 Maple Dr, spoke in reference to a meeting last week, objecting to proposed spending on any capital projects in the immediate future. He expressed concern about the amount of budget cutting as is being reported at Finance, when the village's overall value has increased and there should not be a need for cuts. He stated that he will take further action, such as a petition process, to halt any additional spending by the village on items to be discussed later in this meeting.

Agenda Item No. 6. Public Hearing: Utility Rate Study

The Sister Bay Water and Sewer Utility is proposing an increase in rates for sanitary sewer and hauled waste. The increase is needed, in part, to address the rapidly increasing costs of sludge hauling services. This item was introduced at the November board meeting, and publicly noticed for a hearing at this meeting. Utility Director Barnes provided a short introduction to the proposal, followed by initials

1 comments offered by the board of trustees.

2
3 Howson requested actual numbers for the amount of the increase and the estimated revenues, which
4 Barnes provided in her staff report. Howson inquired if Barnes had researched neighboring communities
5 and what they were doing. Barnes reported that she also reached out to Baileys Harbor and Ephraim
6 about the possibility of bringing in equipment for dewatering of sludge prior to transport to Kewaunee.
7 However, the sludge must be held until August and Sister Bay does not have the facilities to do that.

8
9 Barnes explained that with this rate increase comes a new model for evaluating the need for future
10 increases. By utilizing a simplified rate study model, Barnes will be able to calculate potential future rate
11 increases on her own without the need for outside contracting.

12
13 *At 6:13 P.M., Bell opened the public hearing for comments.*

14
15 Richard Burress was recognized to speak and asked why village residents pay more in fixed charges for a
16 service they own, and the Liberty Grove Sanitary District residents pay less? Barnes replied that the
17 Liberty Grove Sanitary District assesses its residents for the collection maintenance services separately
18 from what is being billed by the utility to Sister Bay residents.

19
20 Burress also had a question on the settlement of the lawsuit with Liberty Grove mentioned in the staff
21 report. Bell noted that he did not have the exact amount of that settlement on hand, and Bhirdo stated
22 her belief that it was around \$250,000.

23
24 Howson asked how future increases will occur. Barnes replied that the utilities committee will need to
25 determine the schedule for future rate reviews. Bhirdo expounded on that response, stating that the
26 utility has preliminary plans to implement the same rate for 2025-2026, then increases will occur in the
27 subsequent three years. The study will be conducted annually for use in future rate increase
28 discussions.

29
30 Champeau expressed concern on increasing utility rates in the future, as they could quickly become
31 unaffordable. Barnes explained that without an alternate option right now for sludge disposal, the utility
32 has no choice but to increase rates to cover their costs. Schmelzer added that Barnes has been
33 researching what Sister Bay can do in-house to bring down future costs, such as the sludge dryer.
34 Barnes will also actively seek grants, such as the Clean Water Fund, to apply for future funding. The
35 installation of a sludge dryer will allow Sister Bay to market itself as regional sludge-processing facility,
36 which will bring additional revenues to the utility.

37
38 *At 6:24 P.M., the public hearing was closed.*

39 40 **Agenda Item No. 7. Ordinances/Resolutions**

41 **a) Resolution No. 2024-020; Establishing Various Rates for Water and Sewer Utility**

42
43 *A motion was made by Bhirdo, seconded by Orozco to approve the passage of Resolution No. 2024-020,*
44 *which increases rates for sewer waste and hauled waste at the Sister Bay Water and Sewer Utility*
45 *effective January 1, 2025 as presented. Motion carried – all ayes.*

46 47 **b) Resolution No. 2024-021; Fee Schedule**

48 Annually, the village board reviews its fee schedule for accuracy and appropriateness. A draft schedule

1 was reviewed at the November board meeting and was further revised to add a fee in lieu of parking
 2 and fees for citations related to WWTP operations for consideration at this meeting. The revised draft
 3 was included in the packet for the board members to review.

4
 5 *A motion was made by Bhirdo, seconded by Howson to approve the passage of Resolution No. 2024-021*
 6 *which updates the Village of Sister Bay Fee Schedule for 2025 as presented. Motion carried – all ayes.*
 7

8 **Agenda Item No. 8. Discussion/Action Items:**

9 **a) Post Office**

10 The lease the Village has with the Sister Bay Post Office expires in 2025. Originally, money was put into
 11 the Capital Improvement Plan for 2025 for a new post office, but this year the committee moved the
 12 money to 2026. Bell noted that he has since had a conversation with USPS, who sent out postcards to
 13 boxholders requesting feedback on a potential move. Schmelzer explained that the village has a one-year
 14 contract extension with the USPS for the time being. If nothing occurs with a possible relocation, the
 15 current contract can be rescinded, and a new 4-year lease for the current location can be instituted. The
 16 board appeared to express agreement with signing a new 4-year lease for the current facility.

17
 18 Werner asked how the post office staff felt about the accommodations, and Schmelzer shared her
 19 impression that the new postmaster seems satisfied with the facility at this time, although concerns were
 20 noted about trash being dropped into the outside mailboxes.

21
 22 Sally Pfeifer was recognized to speak and asked what the village receives in monthly compensation from
 23 the USPS. The response provided was just under \$1600 per month. Pfeifer pointed out that the USPS
 24 postcard mentioned that they could move within two miles of the current location. Bell stated his
 25 preference that the post office remain downtown, but also that the village should not spend money on a
 26 new facility at this time. Howson agreed.

27
 28 It was the consensus of the board that Bell continue conversations with the post office and report back to
 29 the board with an update at a later time.
 30

31 **b) Tax Assessor Discussion, Re: 2025 Tax Levy**

32 The board asked Action Appraisers, the village's assessor, to attend tonight's meeting and discuss the
 33 implications of "correcting" the prior year's values of the Tax Incremental District. Amy and Zach Zacharias
 34 were invited to speak.
 35

36 Zacharias shared that there was a village-wide revaluation in 2023. The State of Wisconsin has hard and
 37 fast timelines for the collection of assessment data (Municipal Assessment Report), and the village's
 38 revaluation was not completed by the deadline for that report (2nd Monday in June). However, an overall
 39 property value estimate, based on property sales and new construction, was submitted. With this data,
 40 the state calculates equalized assessment values for all municipalities (published in August) and after the
 41 assessor submits a finalized MAR, after the Board of Review has taken place, a finalized Statement of
 42 Assessment (SOA) is issued by the state in October.
 43

44 This is not an uncommon practice, and is one followed by about 50% of assessors in the state when
 45 revaluations take place. State law also allows assessors up to one year to submit "corrections", or final
 46 values, when the local assessments are completed. Those adjustments are then reflected in the following
 47 tax year values. Zacharias stated that he tries to keep his assessed values as close as possible to the state's
 48 equalized values in order that the municipality remain in compliance with assessment law. However, the

changing real estate market has contributed to the need to do more frequent revaluations to maintain municipal compliance. As an example, the Village of Sister Bay was at 97% for assessed values at the time of Board of Review, held in May, but has again fallen out of compliance for residential properties (89%).

Bhirdo commented that there is much related to property valuations that fall out of the board's control, such as the value estimates submitted in June and corrections submitted later in the year. Howson disagreed and discussed the need to determine if they should use TID In or TID Out numbers for budgeting. Bhirdo shared comments from the village's auditor that it is best to focus on dollar amounts rather than the mill rate as increases in both assessed values and equalized values will result in increases taxes despite a flat mill rate.

Burruss asked for clarification on this discussion as he was not part of the previous meeting when the Tax Incremental Financing District (TID) was discussed. To summarize, a correction of \$35 million was made to the 2023 property valuations when the TID performed better than it has ever done in the past. This change was reflected in the 2024 tax bills as an increase to property taxes of about 10%. This outcome was not anticipated by the board - the situation never having come up before - when taxpayers were promised that tax bills would not increase. The board will continue to evaluate the situation.

c) Tax Levy Timeline

Staff has been working to prepare a timeline of events leading up to the preparation of the 2024 tax bills at the request of Trustee Howson. Schmelzer prepared a timeline and sent it to the members prior to this meeting. Howson explained her request as a means to understand the tax preparation process so they can make informed decisions going forward with full knowledge and awareness of what the final outcomes could be. The Finance Committee will meet in January to further discuss the tax preparation process.

Bhirdo inquired when the board would be discussing how to address the 2024 tax bill increase, as it did not appear on this agenda. Bell responded that there will be a future discussion forthcoming.

d) Contract; Administration Building; Construction Drawings; McMahon

A recommendation was forwarded by the Parks, Property & Streets Committee to approve a contract with McMahon & Associates for the construction design of the new village administration building to be located on the former Logerquist property on Woodcrest Road. A copy of the contract was provided in the meeting packet for the members to review.

Bell stated that he is not comfortable moving forward with a motion on this item until the board determines how to proceed with the tax bill issue. No one objected. Bell added that the budget has not yet been amended to cut an additional \$330,000 to cover the tax bill increase. Bhirdo did state that this approval step needs to be taken regardless of whether they decide to proceed with the construction this year. Schmelzer recalled that the village auditor advised that reducing the debt doesn't help with the tax levy issue. Also, borrowing for this particular project will not be paid until 2026, thereby not affecting the 2025 budget.

It was the consensus of the board that no action be taken on this item until after January.

e) Contract; Administration Building; Civil Site Design; Stantec Consulting

1 A recommendation was forwarded by the Parks, Property & Streets Committee to approve a contract with
 2 Stantec Consulting for the preparation of civil site design services (engineering and land surveying) for the
 3 new administration building to be located on the former Logerquist property on Woodcrest Rd. The
 4 anticipated cost of services is \$35,500.

5
 6 *It was the consensus of the board that no action be taken on this item until after January.*

7
 8 **f) Monthly Financial Report and Appropriations**

9 The monthly financial statements were prepared and included in the meeting packet for the members to
 10 review. No questions were asked.

11
 12 *A motion was made by Bhirdo, seconded by Orozco to pay the monthly bills in the amount of \$235,934.02*
 13 *as presented. Motion carried – all ayes.*

14
 15 **Agenda Item No.9 Staff Reports**

16
 17 Parks & Streets Director Linczmaier prepared a report which was included in the meeting packet. No
 18 questions were asked on the information presented.

19
 20 **Agenda Item No. 10 Committee Reports**

21
 22 **Finance Committee:** Minutes of the December 10, 2024 meeting of the Finance Committee were included
 23 in the meeting packet. No questions were asked.

24
 25 **Fire Board:** The Fire Board will be meeting on December 30, 2024.

26
 27 **Ad Hoc Green Tier Legacy Community Committee:** The Green Tier Legacy Community Committee has
 28 not met. Schmelzer reported that the Sunshine House is extremely interested in a county-wide facility for
 29 stretchy plastics recycling and work has started on research for such a facility.

30
 31 **Historical Society:** Minutes of a recent Historical Society meeting were included in the packet. Champeau
 32 had no further comments.

33
 34 **Housing Committee:** The Housing Committee met on December 3, 2024, but minutes were not available
 35 for inclusion in the board packet. Schmelzer reported that they have approached a community in
 36 Colorado to talk about their model and are waiting on a response. The committee has met with a builder
 37 to discuss home designs, which will need to go to the Plan Commission for review.

38
 39 **Library Commission:** Minutes of the November 11, 2024 meeting of the Library Commission were
 40 submitted. Trustee Harff reported that the insurance will not cover the replacement cost of the
 41 vandalized picnic table, so it will be replaced using contingency funds. Harff noted that there have been
 42 concerns about tree-trimming, and whether that work should be conducted by village staff rather than
 43 the library's contracted landscaper.

44
 45 **Marina Committee:** The Marina Committee met on November 13, 2024 but minutes were not submitted
 46 for inclusion in the meeting packet.

47
 48 **Parking Committee:** The Parking Committee has not yet met.

Parks, Property & Streets Committee: The Parks, Property & Streets Committee minutes from December 2, 2024 were included in the meeting packet. Orozco inquired if the snowmobile trail map had been approved and Howson responded affirmatively.

Personnel Committee: The Personnel Committee met this morning, and minutes were not available in time for this meeting.

Plan Commission: Minutes from the November 26, 2024 meeting of the Plan Commission were included in the meeting packet. No additional questions were asked.

SBAA: No minutes were provided. Orozco reported that SBAA will be meeting tomorrow. Orozco shared that Bickford has stepped down as Chair and the treasurer has also stepped down also. They will be working to fill those two vacancies and conduct the budget meeting in the coming weeks. The Parade Committee will have an update next month on changes to Fall Fest. Orozco also noted that the SBAA is concerned about the shuttle bus sitting outside all winter. Schmelzer thanked Orozco for sharing as no one had approached village staff about that issue.

Tourism Zone Commission: No minutes were provided. Howson reported that at the last Executive Committee Meeting the chair asked Destination Door County to cut their budget by 20% (about one million dollars). DDC agreed to come back in January with a revised budget.

Sewer and Water Utility Committee: The Sewer and Water Utility did not meet in December.

Village Hall Planning Task Force: The Village Hall Planning Task Force has not met recently.

A motion was made by Orozco, seconded by Howson to approve the various committee reports as presented. Motion carried – all ayes.

Agenda Item No. 11. Matters to be placed on a future agenda or referred to a committee, official or employee

The following items were recommended for future discussion:

- Discussion to address the 2024 tax bill increase to be referred to the Finance Committee
- Parking on STH 57 during Christkindlmarkt to be referred to the Parks, Property & Streets Committee

Agenda Item No. 12 Adjourn

At 7:21 P.M. a motion was made by Orozco, seconded by Harff to adjourn the December 17, 2024 meeting of the Village Board of Trustees. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich,
Village Clerk

AGENDA ITEM 5

Comments, Correspondence and
Concerns from the Public

Myles Dannhausen Jr.
 1968 Hwy ZZ
 Sister Bay, WI 54234
 920.915.9880

Re: Post Office Relocation

To whom it concerns:

For nearly two decades the village of Sister Bay has talked about moving the US Post Office, yet in that time I have yet to hear a compelling reason to take on the expense of doing so. It first came up as a way to open up the waterfront, but that was before the Al Johnson's and Caspersen waterfront properties became available, which the village acquired at a cost of more than \$6 million.

Some village officials have said that moving the post office would help with traffic congestion, but I have not seen any studies, interviews or evidence that it would do so. In fact, having the post office downtown most likely reduces traffic because many residents and downtown business owners can walk to it. If it is moved outside of the downtown it will become almost exclusively a vehicle-accessed business.

In its current location, the post office can also be accessed as part of a single trip to multiple locations, actually making it a more efficient use of traffic and parking (many people often stop at the post office after eating breakfast at Al Johnson's or at Wild Tomato, or visiting the beach or playground, or grabbing coffee at Skipstone). By moving it out of the core, it is accessed specifically for the post office.

Parking is also made more efficient now because the post office spaces are usable by patrons during the post office hours, but then shared with the beach, neighboring restaurants, village hall events and the playground in evening hours. I don't recall personally ever visiting the post office when one of the reserved 15-minute parking spaces was not available, and usually all of them are.

I am also a heavy user of the post office both personally and through my business, the *Peninsula Pulse*. We drop a van full of papers at the post office every week, and traffic or parking has not been an issue a single time in our many years of doing so.

As a reporter covering the village for 20 years, I have not yet heard a reason from the village for why it is imperative that the post office move, and what would be done with the space if it does. There have been vague suggestions of a visitor center in that space, but nothing concrete.

I also have not seen any plan or evidence that the Post Office would be willing to pay the increased rental fees that would be required to cover the cost to build a new facility.

Before the village asks the Post Office to relocate, residents should be provided with the following information:

- Results of a study conducted over 2-5 days in which post office visitors are asked whether they drove to or walked/ biked to the post office, to help determine the level of traffic use.
- Results of an observational study (by video or staff) to determine how often the existing parking spaces reserved for postal patrons are full and how long the wait times are, at peak season.
- Results of an observational study (by video or staff) of the average wait time to turn left into the post office from Hwy 42 during peak season.
- Results of a survey of residents asking whether they would like to see the post office moved to a new location, why or why not, and how much they would approve of the village spending to do so (i.e. \$500,000 or less. \$1 million or less. \$2 million or less...). This is vital because most residents do not know that the post office is not a village function, but a business that pays the village rent. Most likely don't know that if the Post Office moves, the postal service will not be building the new building, but the village will.
- How many visitors per day access the post office in peak season.
- How long the typical driver waits at the Mill Road intersection during peak season (as this would be where drivers likely exit after visiting the post office).
- How much the post office is willing to pay for a new facility and how much would be left for residents to pay.
- How the old post office location would be used.
- Where the new post office will be located.
- Information, *from the Post Office directly*, about what operational issues (if any) they have with the existing location and how services for residents would be improved with a new location.
- What the property tax impact of a new location will be on a per \$100,000 of valuation basis.

Sincerely,

Myles Dannhausen Jr.



Economics 101

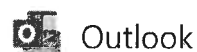
From Rodney Hedeem <rshedeem@gmail.com>

Date Tue 1/7/2025 8:05 AM

To Heidi Teich <heidi.teich@sisterbaywi.gov>

Cc Rodney Hedeem <rshedeem@gmail.com>

Heidi please share my prior comments to the finance committee with the board also. Thanks



Economics 101

From Rodney Hedeem <rshedeem@gmail.com>

Date Tue 1/7/2025 8:00 AM

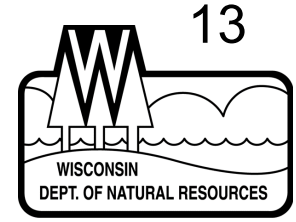
To Heidi Teich <heidi.teich@sisterbaywi.gov>

Cc Rodney Hedeem <rshedeem@gmail.com>

SPEND MORE= TAXES GO UP , SPEND LESS = TAXES GO DOWN. As you now know because of your and prior leaders spending our Sister Bay tax bill went up 10.8% and is now 48% of our total Door County taxes. Fortunately my Liberty Grove taxes went down 5.1% and now are 25.4% of the total tax bill. Sister Bay is now 299% higher than Liberty Grove. WOW

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
Box 7921
Madison, WI, 53707-7921

Tony Evers, Governor
Adam N. Payne, Secretary
Telephone 608-266-2621
Toll Free 1-888-936-7463
TTY Access via relay - 711



January 17, 2025

Dear Community CEO and Zoning Administrator:

We are reaching out to encourage your community to consider joining the National Flood Insurance Program (NFIP).

Congress created the NFIP in 1968 to identify flood-prone areas, encourage to use of sound floodplain management practices and make flood insurance coverage available. By choosing to join the NFIP, the local community voluntarily engages in a partnership with the state and FEMA. In the partnership, the local community agrees to adopt and enforce floodplain development regulations in identified flood-prone areas (this is a state requirement whether the community is a member of the NFIP or not). In exchange, the U.S. government makes federally underwritten flood insurance available to citizens, and the state agrees to provide technical assistance as needed.

Community participation in the NFIP is the best way homeowners, business owners, and renters can protect themselves from flooding, even if they are located outside of the mapped Special Flood Hazard Area. Flood insurance through the NFIP pays for direct physical losses caused by flooding even if there is not a federal disaster declaration. Flooding is the most common and costly disaster in the U.S., and most floods do not result in a federal disaster declaration. In fact, there have only been 19 federal disaster declarations for flooding in Wisconsin since 1953.

For all flood events with no federal disaster declaration, homeowners, renters and business owners have no other federal resources for recovery unless they have flood insurance.

Since your community does not participate in the NFIP, and has federally defined floodplain within the community, the community has been designated as sanctioned by FEMA. This means:

- No resident will be able to purchase a federal flood insurance policy.
- Federal officers and agencies are prohibited from approving federal financial assistance (such as grants and loans, disaster assistance, and mortgage insurances) for real estate purchases or construction within Special Flood Hazard Areas in your community. This affects the sales of structures in the floodplain.
- During a federally declared flood disaster, public facilities and citizen owned structures are not eligible for the same assistance that normally would be available to communities that are members of the NFIP
- Development potential may be affected in your community. FEMA will not approve a Letter of Map Revision based on Fill (LOMR-F) because the community acknowledgement form cannot be signed if the community is not a participant in the NFIP.

If your community chooses to join the NFIP, the Wisconsin Department of Natural Resources can provide the application materials and assist with the application process. This process includes:

- Completion of a one-page application to join NFIP;
- Adoption of a resolution of intent indicating the community's desire to participate in the NFIP;
- Adoption and enforcement of a floodplain zoning ordinance meeting minimum state and federal regulations. The DNR has a template to assist with this process. It is important to note that Wisconsin communities are required, by NR 116, to have a floodplain zoning ordinance, so this part of joining the NFIP may already be in place.

For more information, please see the attached information related to joining the NFIP or reach out to Kristin Rankin at (920) 764-2201 or by email at Kristin.Rankin@wisconsin.gov.

Thank you for considering this important issue.

Sincerely,

Kristin Rankin
Floodplain and Shoreland Zoning Specialist

AGENDA ITEM 6a

Tax Levy/Tax Bills; Information and
Recommendations



TAX LEVY DISCUSSION

Date: January 21, 2025

Board/Committee: Village Board

Re: Follow Up Discussion on Tax Levy

Author: Julie A. Schmelzer, Village Administrator

The Finance Committee met on January 7th to discuss the tax levy, ways to improve our budgeting processes, and looked ahead at some of the major items in the next 5-year capital improvement plan. Highlights and recommendations from that meeting will be discussed.

AGENDA ITEM 6b

Post Office; Lease Update



POST OFFICE UPDATE

Date: January 21, 2025

Board/Committee: Village Board

Re: Follow Up Discussion on Post Office Lease

Author: Julie A. Schmelzer, Village Administrator

After the post office notified the public our lease was soon expiring, and they were looking to see if there were any other properties that might better suit their needs, they did get a few responses offering them to relocate. When I spoke with the leasing agent on January 7th, he said no decision has been made on those offers.

I explained to the leasing agent that although we are not able to build a new post office at this time, we are interested in renewing our current post office lease. I reiterated how important their service was to Sister Bay and that by no means do we want them to leave. (I also inquired about the possibility of a longer-term lease but have not heard back from them.)

The agent did have me withdraw my letter requesting a one-year lease extension (originally sent to allow us time to discuss building a new post office, etc.) and put in writing that we are still interested in leasing the current space to them.

AGENDA ITEM 6c

Contract; Administration Building;
Construction Drawings; McMahon



ADMINISTRATION BUILDING – CONSTRUCTION DESIGN CONTRACT

Date: January 21, 2024

Board/Committee: Village Board

Re: Contract Approval

Author: Julie A. Schmelzer, Village Administrator

At the December Parks, Property and Streets Committee meeting, the committee reviewed the five proposals submitted to complete the construction drawings for the new Administration Building. They voted to award the contract to the McMahon Group. Proposal and contract attached (one document).

ARCHITECTURAL / CONSTRUCTION DESIGN SERVICES FOR A NEW VILLAGE ADMINISTRATION BUILDING

PROPOSAL

FOR PROFESSIONAL SERVICES

For the VILLAGE OF SISTER BAY



PREPARED BY
McMahon Associates, Inc.

November 27, 2024

McM No. M0032-06-99-00001

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PROJECT TEAM RESUMES & ORGANIZATION
RELEVANT EXPERIENCE & REFERENCES
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SCOPE OF SERVICES
COMPENSATION
ACCEPTANCE



November 27, 2024

Village of Sister Bay
Attn: Julie Schmelzer – Village Administrator
2383 Maple Drive
Sister Bay, WI 54234
julie.schmelzer@sisterbaywi.gov

RE: Request for Proposal
Village of Sister Bay Administration Building
M0032-06-99-00001

Dear Ms. Schmelzer,

McMahon Associates, Inc. (McMahon) is pleased to submit the attached information in response to the Request for Proposal for the Village Administration Building. Our McMahon team is prepared to take on this project and serve as a committed and driven partner bringing the following unique advantages our team offers to your project:

- **Strategic consulting partners** – For your project, we are again strategically partnering with CPH Consulting who will provide expertise in mechanical and plumbing design. We believe this collaboration will complement our services for the Administration Building project.
- **Alignment with your goals** – With an emphasis on communication, our team is committed to understanding your objectives and expectations, connecting with your vision and providing a successful project experience.
- **Service-inspired approach** – We are service inspired, meaning we work hard to establish your trust. This commitment to partnership is what truly differentiates us in the market.
- **Commitment to ongoing relationships** – We regard this project as the continuation of a fantastic relationship we have built with the Village and the staff, aiming for its successful completion as a foundation for fostering a long-term partnership with the Village and providing continued support of your facilities.

We appreciate the opportunity to provide a proposal for this project. We look forward to continuing our work with the Village and are committed to delivering a successful project. If you have any questions after reviewing this proposal, please contact me.

Respectfully,
McMahon Associates, Inc.

A handwritten signature in blue ink, appearing to read "Michael A. Martin", with a long, sweeping horizontal line extending to the right.

Michael A. Martin AIA
Associate / Senior Architect

Section 1: **FIRM OVERVIEW**



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ABOUT McMAHON

SERVICE INSPIRED

McMahon is an established engineering, architecture and consulting firm with more than a century of experience.

We began in 1909 serving the Wisconsin Fox Valley and since then have expanded our reach to work with clients and projects across the country and even around the world. Our firm is headquartered in Neenah, Wisconsin with offices in Illinois and Indiana.

As our company expands and evolves, we remain true to our core principles that have defined us for more than a century: outstanding service, unparalleled client satisfaction and building relationships that last. We are proud of the strong reputation we have earned among our clients and long-term partnerships we have developed.

As we look forward to the future, we are excited for what is to come – new clients to serve and new opportunities to build a better future for our clients and communities.



BUSINESS INFORMATION

At McMahon, we believe in long-term client relationships. 85% of McMahon clients are repeat customers. Building relationships with our clients is the foundation to the success of our company and it's been a part of the McMahon philosophy from the company's very beginning in 1909.

PRINCIPALS

Paul Benedict PE, SE | PRESIDENT
pbenedict@mcmgrp.com | 920.751.4200 x264

Michael McMahon AIA, NCARB | EXECUTIVE VICE PRESIDENT
mmcmahon@mcmgrp.com | 920.751.4200 x330

Matthew Greely PE | EXECUTIVE VICE PRESIDENT
mgreely@mcmgrp.com | 920.751.4200 x226

Vic Lutz | CFO
vlutz@mcmgrp.com | 920.751.4200 x247

REGIONAL OFFICES

MACHESNEY PARK ILLINOIS
Chris Dopkins PE | ASSOCIATE
cdopkins@mcmgrp.net | 920.751.4200 x264

VALPARAISO INIDANA
John Sturgill RLA | VICE PRESIDENT
jmsturgill@mcmgrp-in.com | 219.462.7743 x501

STAFFING

ENGINEERING PERSONNEL

Project Managers	15
Engineers	35
Engineering Technicians	18
Ecologists/Scientists	3
Designers	9

ARCHITECTURAL PERSONNEL

Project Managers	2
Registered Architects	5
Designers	4

LAND SURVEY PERSONNEL

Professional Land Surveyors	5
Land Survey Technicians	10

PUBLIC SAFETY & MUNICIPAL MGT

Public Safety Specialists	16
Public Management Specialists	5

SUPPORT PERSONNEL

Accounting	6
Grant Specialist/Writer	1
GIS Specialists	2
Construction/Operations Services	10
Marketing/Business Development	3
Administrative Assistants	9
IT	1

TOTAL EMPLOYEES **159**



McMAHON ASSOCIATES, INC.

1445 McMahon Drive
Neenah, WI 54956

Mailing: PO Box 1025
Neenah, WI 54957-1025

P 920.751.4200 | F 920.751.4284



SERVICE INSPIRED SINCE 1909



ENR TOP 500 DESIGN FIRM



WHY WORK WITH US

AN UNPARALLELED PROJECT EXPERIENCE

With an emphasis on collaboration and communication, our team is committed to understanding our clients' objectives, connecting with their vision and making it happen.

Through every service we provide, our focus is on producing an end result that is of quality and, equally as important, earning the trust of and building long-term relationships with our clients.

When you choose McMahon for a project, you're gaining a member of your team. We share in your excitement and problem-solve challenges right along with you. We respect what you do and any constraints you may be under. Our experience allows us to see the promise behind your ideas, and we have the diverse expertise to help transform those ideas into reality.

AT YOUR SERVICE

McMAHON OFFERS A WIDE RANGE OF SERVICES THROUGH OUR SKILLED IN-HOUSE TEAM ACROSS SIX DIVISIONS

ENVIRONMENT & INFRASTRUCTURE

- Municipal Engineering
- Transportation
- Water Resources
- Environment & Ecology
- Site Development
- Land Surveying
- GIS Development/Geospatial Technologies

ARCHITECTURE

- Facility Condition Assessments
- Site and Building Master Planning
- Project Programming and Budgeting
- Interior Design
- Project Visualizations (Still/Animated)

WATER & WASTEWATER

- Drinking Water
- Wastewater
- Renewable Fuels/Waste-to-Energy

STRUCTURES & BUILDING SYSTEMS

- Structural Engineering
- Electrical/Controls
- Mechanical HVAC & Plumbing Design

INDUSTRIAL ENGINEERING

- Existing Facility Studies
- Project Planning and Budgeting
- Integrating Facilities and Process Equipment

PUBLIC SAFETY & MUNICIPAL MANAGEMENT

- Public Safety and Emergency Management
- Public Management
- Security Services
- Building Inspections

VALUE ADDED SERVICES

- Construction Administration
- Funding Strategies and Grant Assistance
- Construction Services
- Engineered Construction Management
- Startup and Operations Services

WHO WE SERVE

- | | | |
|------------------|--------------------|---------------------------------------|
| ▪ Municipalities | ▪ Food & Beverage | ▪ Emergency Response |
| ▪ Commerce | ▪ Pulp & Paper | ▪ Hospitality/Athletics/Entertainment |
| ▪ Healthcare | ▪ Aviation | ▪ Cultural/Faith-based |
| ▪ Education | ▪ Transportation | ▪ Community/Private Residential |
| ▪ Agriculture | ▪ Tribal | |
| ▪ Manufacturing | ▪ Energy/Utilities | |



COMMUNITY MATTERS

A MEASURABLE AND MEANINGFUL IMPACT

The wellbeing of our communities is what fulfills us as individuals and as an organization.

We are committed to the communities where we live and work. We firmly believe that actively participating in our communities is not just a social responsibility, but also a key factor in creating a better future for everyone.

Through our sponsorships and partnerships, we have supported a variety of local initiatives. We also offer pro-bono services, using our collective professional experience and knowledge to support local causes that enhance our communities.

Many of our team members are also personally involved with local organizations, lending their time, energy and expertise to causes they feel strongly about

They're making a positive difference each day – one that extends far beyond the walls of our office.

“The measure of who we are is *what we do* with what we have.”

VINCE LOMBARDI



THE McMAHON WAY

IT'S ABOUT VALUES, CULTURE AND RELATIONSHIPS

At the center of everything we do, is our service-inspired philosophy called The McMahon Way - a combination of values, culture and relationships that helps us deliver exceptional results.

Our **values** are at the core of everything we do. We hire people who share our values of integrity and service. When you work with us, you can expect a team of professionals who are honest, hardworking, and dedicated to excellence.

Our **culture** is all about empowerment. We give our project teams the freedom to operate and innovate in the best interest of the project and the client. We entrust our employees to interact with the project owners which gives our clients the opportunity to work directly with our technical experts. We have found that this commitment leads to better project collaboration and increased client satisfaction.



The most important aspect of The McMahon Way is our focus on **relationships**. We take pride in building long-lasting relationships, which starts with taking the time to truly understand your needs, expectations, and challenges. We strive to create a successful project experience every time we work with you, earning your confidence and becoming a trusted partner you can rely on.



Section 2: **PROJECT TEAM RESUMES &
ORGANIZATION**



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PROJECT TEAM LEADERS

MICHAEL A. MARTIN, AIA
ASSOCIATE / SENIOR ARCHITECT

Mike is a licensed Architect with over 25 years of experience in his field. He has been involved in every aspect of programming, design, construction documents, and construction administration for large and small projects throughout his long career. Mike is very skilled at coordinating diverse issues and developing unique solutions to potential project barriers. He will be actively involved and engaged throughout the life of the project and will work closely with the Client.

EDUCATION:

B.A. Communications with Architectural Studies, University of WI-Milwaukee; 2022
Associates Degree, Civil Engineering Technology – Structural, Moraine Park Technical College; 2000
Graduate Naval Construction Training Center Gulfport, MS; 1996

RELEVANT PAST PROJECTS:

City of Chilton – New Fire Station
Village of Harrison – Fire Station Remodel & Addition
Village of Somers – New Fire Station Study
Village of Sister Bay – Parks Department Building
City of Chilton – Police / Fire / Admin Remodel



STEVEN K. BECKER, PE
MEP ENGINEER



Mr. Becker serves as CPH's Senior Mechanical Engineer for the Green Bay, WI office. He has experience with mechanical systems in commercial and industrial settings. He has managed complex multi-discipline projects from \$50K to \$50M. His strengths include excellent customer communication, disciplined project management and technical leadership.

EDUCATION:

Bachelor of Science in Mechanical Engineering, Marquette University
Master of Science in Business Administration, Boston University

KEY SKILLS / QUALIFICATIONS:

MEP Project Management
Commercial / Industrial HVQAC
Mechanical Design
Automation
Facility Management



SCOTT A. MANTEUFFEL
CONSTRUCTION SERVICES PROJECT MANAGER

Scott is a Construction Services Manager with 30 years of construction experience and is the Construction Services Group Manager. He works closely with Design Team members to develop constructability solutions suited to each project's need. He has Construction Management experience in the commercial, industrial, water/wastewater treatment, and agricultural facilities. He has a degree in Construction Management and vast experience working with other firms on many successful projects.

EDUCATION:

Associates Degree, ITT Technical College, 2007-2010

RELEVANT PAST PROJECTS:

City of Chilton – New Fire Station
Village of Harrison – Fire Station Remodel & Addition
Village of Somers – New Fire Station Study
Village of Sister Bay – Parks Department Building
City of Chilton – Police / Fire / Admin Remodel



PROJECT TEAM

AN INTEGRATED TEAM DEDICATED TO BRING YOUR VISION TO REALITY



McMAHON
ENGINEERS ARCHITECTS

PROJECT ARCHITECT / MANAGER
Michael Martin AIA



MECHANICAL LEAD (CPH)
Steve Becker PE

STRUCTURAL ENGINEER
Dan Brellen

ELECTRICAL
Jill FitzSimons

CONSTRUCTION SERVICES
Scott Manteuffel

PLUMBING / FIRE PROTECTION
Doug DeGreef

HVAC
Grant Gilbaugh

Section 3: **RELEVANT EXPERIENCE /
REFERENCES**



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McMAHON
ENGINEERS ARCHITECTS

RELEVANT EXPERIENCE

AS REQUESTED IN RFP, PLEASE SEE THE LIST OF RELEVANT PROJECTS BELOW. THIS LIST ALSO CORRESPONDS TO THE PROJECT RESUMES THAT FOLLOW THIS LIST. PLEASE REFER TO THE RESUMES FOR ADDITIONAL INFORMATION AND PHOTOGRAPHS OF THE PROJECT.

1. VILLAGE OF SISTER BAY NEW PARKS BUILDING (2024)

CONTACT:

- Pre-Engineered Metal Building
- Autumn Court, Sister Bay, WI
- Project Cost \$3.275 Million.
- Please see Project Resume for Project Description.
- Project under construction 2024-2025
- Please see Project Resume for Project photos.
- Key Personnel:
 - ▼ Michael Martin – Architect
 - ▼ Dan Brellen – Structural Engineer
 - ▼ CPH – M.E.P.
- McMahon Staff provided support to the Village Staff in community and board engagement.

Julie Schmelzer – Village Administrator
(920) 854-4118
julie.schmelzer@sisterbaywi.gov

2. CITY OF CHILTON FIRE STATION (2023)

CONTACT:

- Pre-Engineered Metal Building
- 42 School Street, Chilton WI
- Project Cost \$2.75 Million
- Please see Project Resume for Project Description
- Project was completed on time and on budget
- Please see Project Resume for Project photo.
- Key Personnel:
 - ▼ Michael Martin – Architect
 - ▼ Paul Benedict – Structural Engineer
 - ▼ Ron Wolf – Civil Engineer
 - ▼ Joe Ferg – ALL HVAC Design
 - ▼ Edward Erickson – Plumbing Design
 - ▼ Jill FitzSimons – Electrical Engineer
- McMahon Staff provided support to the City Staff in community engagement.

Dave DeTroye – City Administrator
(920) 849-2451 Ext. 30
ddtroye@chiltonwi.gov

RELEVANT EXPERIENCE

3. CITY OF CHILTON CITY HALL RENOVATION (2023-2024) CONTACT:

- Renovation of existing building
- 42 School Street, Chilton WI
- Project Cost \$3.35 Million
- Please see Project Resume for Project Description
- Project was completed on time and on budget
- Please see Project Resume for Project photos
- Key Personnel:
 - ▼ Michael Martin – Architect
 - ▼ Spencer Kocken – Structural Engineer
 - ▼ Ron Wolf – Civil Engineer
 - ▼ Joe Ferg – ALL HVAC Design
 - ▼ Edward Erickson – Plumbing Design
 - ▼ Jill FitzSimons – Electrical Engineer
 - ▼ Furniture Supplier- BSI – Carol Killian
 - ▼ A/V Design – Smart Spaces – Justin Gauthier
- McMahon Staff provided support to the City Staff in community engagement.

Dave DeTroye – City Administrator
 (920) 849-2451 Ext. 30
 ddtroye@chiltonwi.gov

4. VILLAGE OF HARRISON VILLAGE HALL DEVELOPMENT (2019)

- Conceptual Development plans and Opinion of Probable Cost
- Proposed site was CTH “N” in the Village
- Projected Cost \$11-\$13 Million (2019)
- Please see Project Resume for Project Description
- Project was Conceptual Only
- Please see Project Resume for Project Renderings
- Key Personnel:
 - ▼ Michael Martin – Architect
 - ▼ Lee Reibold – Civil Engineer
- McMahon Staff provided support to the Village in community engagement and presented at board meetings.

NEW PARKS BUILDING

VILLAGE OF SISTER BAY, WISCONSIN

PROJECT

The Village of Sister Bay is nestled along the upper west shores of the Door County peninsula. In 2024, the Village broke ground on a new 11,400 SF Parks Department Facility located on Autumn Court within the Village. The building features office and administrative space for the department, centralized storage space, drive through vehicle bays, shop maintenance areas, rack storage areas for equipment, and a wash bay.

The new building replaces the existing Parks Department Building located in the Village. In addition to the new building, the project also entailed the relocation of an existing post-frame building on the site. McMahon provided Architectural and Structural design services during Design Phase – teaming with CPH Consulting for Mechanical, Electrical, and Plumbing design services, and Stantec for Civil design.

McMahon will also be providing Owners Representation/ Construction Observation services during the Construction Phase. The building is scheduled to be operational in Spring of 2025.



Rendering of New Parks Facility by McMahon



DETAILS

OWNER: VILLAGE OF SISTER BAY
SIZE/AREA: 11,400 SF
COST: \$3.275 MILLION
COMPLETION: SPRING 2025
CONTACT: MIKE MARTIN, AIA
mmartin@mcmgrp.com
920.751.4200

NEW FIRE & RESCUE STATION

CHILTON FIRE DEPARTMENT - CITY OF CHILTON, WISCONSIN

BACKGROUND

With Fire & Rescue equipment evolving in size and complexity, the City of Chilton found that they had outgrown their Fire Station. McMahon stepped in to provide a cost-effective solution.

PROJECT

The 8,648 SF building is constructed of a Pre-Engineered Metal Building system with both prefinished Metal Panel and Concrete Masonry wall finishes featuring full-view glass overhead doors and high-bay windows to allow natural light into the vehicle bay. The building also features a mezzanine for equipment storage, restroom/showers, tool storage, and mechanical spaces.

McMahon provided full Architectural and Engineering design services along with Construction Observation services for the project.



DETAILS

OWNER: CITY OF CHILTON
 SIZE/AREA: 8,648 SF
 COST: \$2.75 MILLION
 COMPLETION: 2023
 CONTACT: MIKE MARTIN, AIA
 mmartin@mcmgrp.com
 920.751.4200

POLICE STATION / CITY HALL RENOVATION

CITY OF CHILTON, WISCONSIN

BACKGROUND

Following the relocation of the Fire Department to a new McMahon designed station in 2023, the City of Chilton again partnered with McMahon to renovate the former Fire Department to provide much needed space for the City Police Department. The adjoining City Hall was refreshed as part of the project.

PROJECT

The 15,600 SF remodel includes additional security features, window replacement, technology, lighting upgrades and expanded admin, personnel and garage space for the police department. That portion of the building, with some areas being over 100 years old, had not been renovated since 1999.

The City Hall portion of the projects saw upgrades to modernize offices, new meeting rooms and new council chambers.

McMahon provided full Architectural and Engineering design services along with Construction Observation services for the project.



DETAILS

OWNER: CITY OF CHILTON
 SIZE/AREA: 15,600 SF REMODEL
 COST: \$3.25 MILLION
 COMPLETION: 2024
 CONTACT: MIKE MARTIN, AIA
 mmartin@mcmgrp.com
 920.751.4200

VILLAGE HALL DEVELOPMENT

VILLAGE OF HARRISON, WISCONSIN

BACKGROUND

The Village of Harrison was outgrowing their present Village Hall / Village Maintenance Facility. There was also a desire to consolidate one of their satellite fire stations for faster response times to emergencies.

PROJECT

McMahon provided master planning for a new Village Hall and Fire Station to be the focal point of a “Town Square” development. The Village Hall provides the following services to the community:

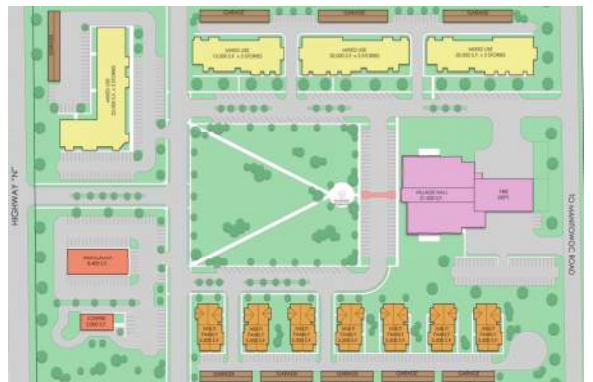
- Village Administration space including future need space
- Village Board / Community space for board meetings, election polling and community use
- Required space for County sheriff services
- Future space for full-time Fire Department Administration
- Future build-out space for Fire Department living quarters and training
- Five (5) drive-through Fire Department equipment bays with space to add additional bays as need dictates

ADDITIONAL SERVICES

- “Town Square” master planning
- Remodeling of existing satellite Fire Station
- Opinion of Probable Costs for Village budgeting

SPECIFICS

- 38,500 SF
- Construction Cost \$11 - \$13 M (2019 estimate range)
- Unique combination of materials
- Increased use of glazing for natural light in spaces
- Use of hose drying tower as a clock tower



Section 4: **PROJECT DESCRIPTION,
APPROACH, & SCHEDULE**

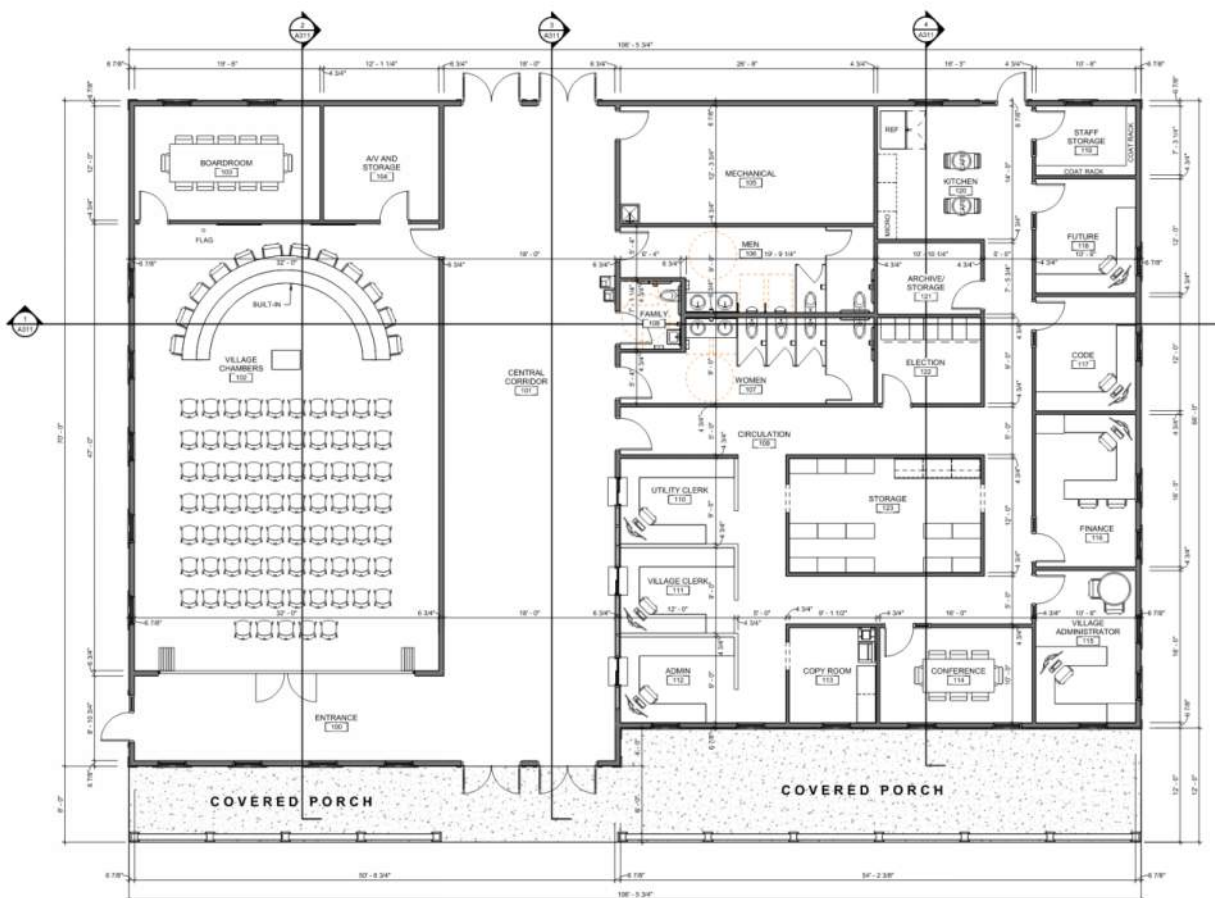


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PROJECT DESCRIPTION

The Village of Sister Bay is planning an approximately 8,285 square foot Village Administration Building to be located along Woodcrest Road in the Village. The facility as preliminarily designed by McMahon along with the Village staff will contain spaces for:

- Village Chambers
- Boardroom
- Village Administration spaces for:
 - Utility Clerk
 - Village Clerk
 - Administration
 - Village Administrator
 - Finance
 - Code Enforcement
 - Election Storage
 - Future Office
- Storage and Mechanical Spaces
- Restroom Facilities



FIRST FLOOR PLAN

Preliminary design may change this layout, but the Scope of the Agreement is based on this conceptual design. It is our understanding that the project will be a design/bid/build delivery method.

The building will be designed to be construction as a Type VB building (wood-framed walls and roof). This proposal is based on the following concept:

- **FIRE PROTECTION**
 - Building is to be fully sprinklered – dry system in attic spaces.
- **ROOF**
 - Prefinished 24 ga. standing seam metal roofing
 - Synthetic underlayment w/ ice and valley shield
 - 5/8" OSB sheathing
 - Wood trusses at 24" o.c.
 - R=49 min. blown fiberglass insulation
 - 4 mil. vapor barrier
 - 5/8" gypsum board finish
 - Provide raised bottom chord trusses over village chambers
 - Provide raftered roof over center circulation space
- **WALLS**
 - Board and batten siding - design basis James Hardie
 - Commercial building wrap
 - 7/16" OSB sheathing
 - 2x stud framing at 16" o.c.
 - 6" R=21 fiberglass batt insulation
 - 4 mil. vapor barrier
 - 5/8" gypsum board wall finish
- **WINDOWS**
 - 5'-0" x 3'-0" vinyl clad double hung windows - design basis Andersen triple pane windows
- **GLASS ENTRY DOORS**
 - Kawneer tri-fab 451t framing system with vitro Solarban 70 glass
- **INTERIOR DOORS**
 - Hollow metal frames
 - Wood door slabs, stained maple
- **FLOORING & FINISHES**
 - 4" reinforced concrete slab throughout
 - Offices - 24" x 24" carpet tile
 - Restrooms - 12" x 24" tile on floor and walls
 - Mechanical and storage spaces - sealed concrete

- Village chambers - 6" x 36" luxury vinyl tile (lvt)
- Circulation - polished concrete
- All rooms to receive (1) coat primer + (2) egg shell latex

- **SYSTEMS NOTES**

- Provide central vacuum system

McMahon Associates, Inc. (McMahon) has been requested to provide architectural, structural, mechanical, electrical, and plumbing design services for this project. McMahon's Professional Services will include design, bidding, and construction services.

- **It is understood that civil / site / survey services will be provided by the Village's Engineer.**
- **McMahon highly recommends a Geotechnical Engineer be contracted by the Village for soils testing of the proposed site.**

PROJECT APPROACH

A. PHASE 1 (PLANNING / PRELIMINARY DESIGN)

During Phase 1 of the project McMahon will engage the MEP & Structural teams to begin preliminary layout of systems as the Conceptual Building Design phase has been completed. We will begin to place items such as the HVAC system, plumbing & electrical systems into the conceptual floor plan and begin to coordinate where systems will run throughout the building.

Deliverables: Updated, floor plans per discipline, building section updates, building elevation updates.

Time frame: approximately (3) weeks

B. PHASE 2 (PLANNING - DESIGN DEVELOPMENT)

During Phase 2 of the design process, McMahon will begin Design Development. Design development (DD) services use the initial design documents from the schematic phase and take them one step further. This phase further lays out mechanical, electrical, plumbing, structural, and architectural details. McMahon will provide an OPC for the design at the end of the DD phase.

At the conclusion of this phase the Village team will sign off on the design (60% Design review). Construction documents will not begin without signing off the Village.

Deliverables: Floor plans, sections, and elevations with full dimensions, door and window details and outline material specifications. Opinion of Probable Cost for the project as designed.

Time frame: approximately (4) weeks

C. PHASE 3 (DESIGN – CONSTRUCTION DOCUMENTS)

After signing off on the Design Development Documents from the Village team, the design team will move forward and produce Construction Documents (CD) – drawings with greater detail. The documents typically include specifications for construction, details, and materials. McMahon will provide an updated Opinion of Probable Cost (OPC) for the project thus far to project track costs.

At the conclusion of this phase the Village will sign off on the design (100% Design Review). The bidding phase will not begin without signing off from the Village team

Deliverables: The Construction document phase produces a set of drawings and specifications that include all of the pertinent information for the contractor to price and building the project.

Time frame: approximately (4) weeks

D. PHASE 4 (BIDDING PHASE)

When Construction Documents are completed, preparation of the bid documents to go out to potential contractors for pricing begins. The bid document set includes an advertisement for bids, instruction to bidders, the bid form, bid documents, the owner-contractor agreement, labor and material bond, and any other sections necessary for a successfully priced bid. McMahon typically uses the QuestCDN Network for posting bid ads and we are happy to work with any local newspapers or any other platforms that the City chooses to use. Additionally, McMahon will conduct a pre-bid meeting for potential contractors if required.

After bids are received, McMahon will evaluate the bids received for completeness and create a bid tabulation document for the Village team to review and issue a letter of recommendation of award.

Time frame: approximately (3) weeks

PROJECT SCHEDULE

McMahon Associates, Inc. agrees to complete this project as follows:

Complete planning and design phase within eleven to twelve weeks after authorization to proceed and we recommend three weeks for the bid phase.

- | | |
|---------------------|--|
| • November 27, 2024 | Proposals due |
| • December 17, 2024 | Firm selection and approval by Village Board |
| • December 18, 2024 | Notice to proceed |
| • January 6, 2025 | Phase 1 Planning / Preliminary begins |
| • January 27, 2025 | Phase 2 Planning / Design Development begins |
| • February 24, 2025 | Construction Documents Phase begins |
| • March 24, 2025 | Bidding Phase begins / State Approvals |
| • April 14, 2025 | Bids due |
| • April 15-25, 2025 | Contracts and award |
| • May 2025 | Construction begins |
| • November 2025 | Construction completion |

Please note that the pace of state and local plan reviews and approvals for site related submittals may impact the design completion schedule.

It is assumed that additional meetings will be needed with the Parks Committee. This proposal assumes these meetings will occur in January 2025.

Section 5: **SCOPE OF SERVICES**



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SCOPE OF SERVICES

A. GENERAL DESIGN SERVICES

1. Planning (Preliminary Design)
 - a. Provide conceptual/schematic planning.
 - b. Develop a Basis of Design (per discipline).
 - c. Attend weekly meetings for preliminary design coordination as required.
 - d. Provide Preliminary Opinion of Probable Construction Cost (OPC).
 - e. Coordinate preliminary design review meeting at 60% completion with Client.
2. Design
 - a. Develop construction documents based on approved preliminary design.
 - b. Develop specifications (including procurement and contracting requirements, general requirements, and technical sections).
 - c. Attend drawing coordination meeting reviews as required.
 - d. Drawings to be developed in AutoDesk Revit format taken to a maximum coordination level of LOD:300.
 - e. Coordinate 100% review meeting with Client.
 - f. Develop final/updated OPC.
3. Provide PDF format drawings and specifications for State submittals, bidding, and construction.
4. Submit drawings, specifications, calculations, and documentation as required for applicable agency reviews and permitting.

B. ARCHITECTURAL DESIGN SERVICES

1. Planning (Preliminary Design)
 - a. Programming (Completed).
 - b. Schematic floor plans and elevations.
 - c. Basis of Design for building shell and interior finishes.
 - d. Initial code review.
2. Design
 - a. Develop architectural drawings and specifications.
 - b. Code review.
 - c. Prepare energy calculations (ComCheck).
 - d. Interior design including color selection coordination with Client.

3. Meetings
 - a. Up to two in person meetings & up to four virtual meetings with the Oversight Committee
 - b. One in-person meeting to present the final plans and estimated final cost to the Village Board.
4. Drawings include title sheet, architectural site plan, code sheets, floor and roof plans, building sections and elevation, wall sections and architectural details, room finish and door schedules, and reflected ceiling plan.

C. STRUCTURAL DESIGN SERVICES

1. Planning (Preliminary Design)
 - a. Conceptual framing and foundation systems.
 - b. Basis of Design establishing systems and design loads.
2. Design
 - a. Develop structural drawings and specifications.
 - b. Structural design calculations. Design of structural system will be based on current Wisconsin Building Code.
3. Drawings include outline specifications and schedules, foundation and framing plans, column and bracing elevations, and foundation and framing details.

D. McMAHON CONSTRUCTION SERVICES

1. Provide an updated Opinion of Probable Cost after Design Development
2. Provide an updated opinion of Probable Cost Prior to Bidding Efforts
3. Arrange a contractor pre-bid Walk Through during bidding

E. FIRE PROTECTION DESIGN SERVICES

1. Investigation of usage of building to define types of occupancies per NFPA 13
2. Scope specifications and documents.

F. PLUMBING DESIGN SERVICES

1. Planning (Preliminary Design)
 - a. Develop Basis of Design including standards, codes, fixture types, and materials.
 - b. Plumbing site utility identification for water, not-potable and sanitary.
 - c. New domestic hot and cold water pipe mains to provide adequate pressure and flow to all new fixtures.
 - d. Central vacuum.
 - e. Four preliminary / final documentation meetings, one hour each.
 - f. One kick off meeting via Teams.
 - g. One compliance / punch list walk through onsite.

2. Design:
 - a. Develop plumbing drawings.
 - b. Site coordination and direction of utilities.
 - c. Identify water pressure, sanitary size, and elevation.
 - d. Plumbing flow calculations.
 - e. Construction Administration: Assume two RFIs and four submittal reviews.
 - f. Drawings include cover sheet with abbreviations and symbols, underfloor DWV, above floor DWV, water piping rise diagram and details.
 - g. Book specifications.

G. HVAC DESIGN SERVICES

1. Planning (Preliminary Design):
 - a. Develop Basis of Design including standards, codes, fresh air requirements, exhaust and ventilation rates.
 - b. HVAC fuel use and location (propane assumed).
 - c. Preliminary heating and cooling calculations for the building.
 - d. Identify heating and cooling system options.
 - e. Identify control systems options.
 - f. Four preliminary / final documentation meetings.
 - g. Kick-Off meeting via Teams.
2. Design:
 - a. Develop HVAC drawings and specifications.
 - b. Final heating and cooling calculations.
 - c. Select final system options.
 - d. Design ventilation and exhaust ductwork and condensate system piping.
 - e. Fuel system design and layout from utility connections to HVAC equipment.
 - f. Final selection and design of system controls.
 - g. Construction Administration: Assume two RFIs, four submittal reviews, and one site visit.
 - h. Drawings include cover sheet with abbreviations and symbols, floor plans with ductwork and component layout, equipment schedules, and details.
 - i. Generate probable cost estimate.
 - j. Book specifications.
 - k. Compliance / punch list walk-through onsite

H. ELECTRICAL / LIGHTING DESIGN SERVICES

1. Planning (Preliminary Design)
 - a. Basis of Design.
 - b. Coordination with electrical utility.
 - c. Develop one-line diagrams.
 - d. Selection of major distribution equipment. Final size may adjust depending on final load. Not to be used for pre-purchase of equipment.
2. Design
 - a. Develop electrical drawings and book specifications.
 - b. Final electrical design.
 - c. Electrical power distribution. Power distribution will be designed with a whole-building future generator in mind.
 - d. Interior and exterior lighting, including lighting controls and egress lighting photometrics.
 - e. Exterior lighting photometrics for permit submittal. Site photometrics per IES recommendations and local zoning code lighting requirements.
 - f. Includes design of the following low voltage systems:
 - 1) Fire alarm system.
 - 2) Voice / Data – Includes design for network cabling infrastructure such as data racks, patch panels, fiber optic backbone cabling, copper horizontal cabling, data outlets, jacks, faceplates, identification, and system grounding. Voice / data design does not include specification of wireless access point devices, rack-mounted UPS, servers, VOIP phone system, and network switches; these are usually provided by Owner's IT or IT integrator.
 - 3) Security video surveillance system.
 - 4) Security access control system.
 - g. Provide coordination of audio / visual systems for empty conduit and power.
 - h. COMCHECK energy calculations.
 - i. Prepare short circuit, coordination and arc flash studies.
3. Drawings include electrical floor plans (general power distribution, receptacles, motors, and special outlets), circuiting, lighting (general and emergency egress, and lighting controls), special systems (data, fire alarm, security), one-line power distribution diagrams (service entrance and feeders), low voltage system riser diagrams, electrical schedules (motor and special outlet, light fixture schedule, lighting controls, panelboards, feeder, voltage drop, fault current, and disconnect switch), and electrical details.

I. AUDIO / VISUAL (A/V) DESIGN SERVICES (OPTIONAL SERVICE)

1. Planning (Preliminary Design)
 - a. Develop preliminary layouts for Boardroom 103, Conference 114, and Village Chambers 102.
 - b. Review of preliminary architectural details, concepts, and millwork for A/V integration.

- c. Prepare preliminary budget estimates of approximate installation required.
 - d. Fee is based on providing a layout and two revisions. Once preliminary design has been signed off by the Village, the design phase will commence.
2. Design
- a. Develop final A/V layouts for Boardroom 103, Conference 114, and Village Chambers 102 so that A/V systems can be competitively bid to multiple third-party integrators.
 - b. Develop A/V equipment schedules, book specifications, plan views with device locations, elevations of walls where required, and wiring schematics required to ensure third-party integrators understand the signal flow and connections.
 - c. Provide coordination with other design disciplines.

J. BIDDING PHASE SERVICES

- 1. Assist with bidding documents.
- 2. Organize and conduct a pre-bid conference for prospective bidders (if required).
- 3. Bid opening and reviews.
- 4. Answer bidder questions.

K. CONSTRUCTION PHASE SERVICES

- 1. Review shop drawings.
- 2. Respond to Requests for Information (RFIs).
- 3. Answer questions during the construction phase.

L. OWNER'S ONSITE CONSTRUCTION REPRESENTATION (OPTIONAL SERVICE)

- 1. Review change orders for completeness and compare scope of work against previously contracted scope of work.
- 2. Review contractor payment requests.
- 3. Obtain and review operation and maintenance manuals from contractors. Submit O&M manuals to Client.
- 4. Conduct site visits to observe construction.
- 5. Perform walk-through with the Client's Representative at project completion to develop punch list of items to be completed or corrected by the contractor.
- 6. Prepare Certificate of Completion.

ITEMS NOT INCLUDED IN THE SCOPE OF SERVICES

The following is not intended to be a comprehensive list. It is intended to highlight general areas not included in the Scope of Services.

A. GENERAL

1. Redesign efforts necessitated by changes to site and building layout after planning phase approval or due to project budget reductions after bidding phase.
2. Permit/review fees to municipal/State agencies, including review and recording fees (McMahon will invoice as a reimbursable expense if required).
3. Geotechnical Services including soil borings, geotechnical report, and services during construction.
4. Reproduction of plans and specifications (McMahon will invoice as a reimbursable expense if required).
5. Civil / Site Design / Survey Services – By the Village's Engineer
6. Construction administration services other than those identified in the Proposal.
7. LEED administrative service, design and LEED commissioning.
8. Project BIM coordination.
9. Record drawings and certifications
10. Record / final BIM model.

B. ARCHITECTURAL / STRUCTURAL

1. Renderings and animations.

C. PLUMBING / HVAC / ELECTRICAL

1. Design of primary utility feeds and onsite transformers.
2. Design of mechanical systems not identified in HVAC services above such as compressed air system, solar panels (Photovoltaic system) atop roof, etc.
3. HVAC energy modeling of the buildings.
4. Final design of fire suppression / alarm system and the final installation drawings are by fire alarm design-build contractor.
5. Site surveys.
6. Any non-MEP engineering design services.
7. Fire protection design services.
8. Alternative systems / design evaluation and analysis.
9. Construction cost estimates.
10. Detailed controls design, controls wiring diagrams, control panel component specification, etc.

ELECTRICAL

1. Design of audio / visual, intercom / paging, and master clock systems (See optional A/V services).
2. Design of cellular booster system and distributed antenna system for emergency responder radios.
3. Design of generator.

CLIENT RESPONSIBILITIES

The Scope of Services and fee is based upon the understanding that Client will provide the following:

- A. Project information in a timely manner regarding requirements for and limitations to the project which shall establish the Clients objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expansion requirements; equipment; systems and site requirements.
- B. Identify a representative authorized to act on the Client's behalf with respect to the project. Client shall render decisions and submittal reviews by McMahon in a timely manner in order to avoid unreasonable delays in the orderly and sequential progress of McMahon's services.
- C. Establish the overall project budget including the construction cost of the project, the Client's other costs, and reasonable contingency related to all these costs.
- D. Payment of all review and recording fees required by the review agencies and County Register of Deeds, which are not included in this Agreement.
- E. Geotechnical Report prepared by a Geotechnical Engineer stating the allowable soil bearing pressures and recommend foundation system.**
- F. Coordinate the services of its own consultants with those services provided by McMahon.
- G. Sustainability requirements for the project.
- H. Insurance underwriter project design criteria specific to the project.
- I. Access to the site
- J. Receipt and review of bids.
- K. Marking of private utilities.

SPECIAL TERMS & CONDITIONS

A. AGREEMENT CONFIDENTIALITY

Client agrees that the Project Description, Scope of Services and Compensation sections contained in this Agreement, pertaining to this project or any addendum thereto, are considered confidential and proprietary, and shall not be released or otherwise made available to any third party, prior to the execution of this Agreement, without the expressed written consent of the McMahon Associates, Inc.

Refer also to the General Terms and Conditions attached to this Agreement.

Section 6: **COMPENSATION**

Scan to visit our website to
see our full menu of service
offerings and projects

COMPENSATION

McMahon Associates, Inc. agrees to provide the Scope of Services described above for the following Lump Sum compensation.

DESIGN SERVICES FEE

■ Architectural Design Services	\$47,500.00
■ McMahon Construction Services Bidding Services.....	\$4,000.00
■ Structural Design Services.....	\$13,000.00
■ Plumbing Design Services.....	\$21,800.00
■ HVAC Design Services.....	\$33,700.00
■ <u>Electrical Design Services</u>	<u>\$30,000.00</u>
TOTAL PROFESSIONAL FEE.....	\$150,000.00

ESTIMATED REIMBURSABLE EXPENSES

■ Mileage	\$250.00
■ State Fees (Plumbing Plan Review).....	\$1,000.00
■ <u>State Fees (Building & HVAC Plan Review).....</u>	<u>\$1,200.00</u>
TOTAL ESTIMATED REIMBURSABLE EXPENSES.....	\$2,450.00

TOTAL PROJECT FEES **\$152,450.00**

OPTIONAL SERVICES FEES

■ Renderings (two building views, if requested)	\$2,500.00
■ McMahon Provided Owner's Construction Representation (Time & Expense Budget) .	\$35,000.00
• Assume six-month construction schedule	
• Twenty-four site visits during construction	
• Includes mileage and time on site	
■ A/V Design Services	\$12,000.00

ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the above Agreement) are accepted, and McMahon Associates, Inc. is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty days from date of this Agreement.

VILLAGE OF SISTER BAY

2383 Maple Drive
PO Box 769
Sister Bay, WI 54234

Authorized Signature

Date

Attachments: General Terms and Conditions
Fee Schedule
Reimbursable Schedule

McMAHON ASSOCIATES, INC.

1445 McMahon Drive | PO Box 1025
Neenah, WI 54956 | 54957-1025
920.751.4200 | MGMGRP.COM



Michael A. Martin, AIA
Associate / Senior Architect

November 27, 2024
Date



McMAHON ASSOCIATES, INC. GENERAL TERMS & CONDITIONS

MAY 10, 2024

1. STANDARD OF CARE

- 1.1 **Services:** McMahon Associates, Inc. (McMahon) shall perform services consistent with the professional skill and care ordinarily provided by engineers/architects practicing in the same or similar locality under the same or similar circumstances. McMahon shall provide its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.
- 1.2 **Client's Representative:** McMahon intends to serve as the Client's professional representative for those services, as defined in this Agreement, and to provide advice and consultation to the Client as a professional. Any opinions of probable project costs, approvals and other decisions made by McMahon for the Client are rendered based on experience and qualifications and represent our professional judgment. This Agreement does not create, nor does it intend to create a fiduciary relationship between the parties.
- 1.3 **Warranty, Guarantees, Terms and Conditions:** McMahon does not provide a warranty or guarantee, expressed or implied, for professional services. This Agreement or contract for services is not subject to the provisions of uniform commercial codes. Similarly, McMahon will not accept those terms and conditions offered by the Client in its purchase order, requisition or notice of authorization to proceed, except as set forth herein or expressly accepted in writing. Written acknowledgment of receipt, or the actual performance of services subsequent to receipt, of any such purchase order, requisition or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.

2. PAYMENT AND COMPENSATION

- 2.1 **Invoices:** McMahon will bill the Client monthly with net payment due in 30-days. Past due balances shall be subject to an interest charge of 1.0% per month. Client is responsible for interest charges on past due invoices, collection agency fees and attorney fees incurred by McMahon to collect all monies due McMahon. Client is responsible for all taxes levied on professional services and on reimbursable expenses. McMahon and Client hereby acknowledge that McMahon has and may exercise lien rights on subject property.
- 2.2 **Reimbursables:** Expenses incurred by McMahon for the project including, but not limited to, equipment rental will be billed to the Client at cost plus 10% and sub-consultants at cost plus 12%. When McMahon, after execution of an Agreement, finds that specialized equipment must be purchased to provide special services, the cost of such equipment will be added to the agreed fee for professional services only after the Client has been notified and agrees to these costs.
- 2.3 **Changes:** The stated fees and Scope of Services constitute McMahon's professional opinion of probable cost of the fees and tasks required to perform the services as defined. For those projects involving conceptual or process development services, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction, which may alter the Scope. Changes by the Client during design may necessitate re-design efforts. McMahon will promptly inform the Client in writing of such situations so changes in this Agreement can be negotiated, as required.
- 2.4 **Delays and Uncontrollable Forces:** Costs and schedule commitments shall be subject to re-negotiation for delays caused by the Client's failure to provide specified facilities or information, or for force majeure delays caused by unpredictable occurrences, including without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, infectious diseases or pandemics, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delay of services caused by any of the above, which results in additional costs beyond those outlined, may require re-negotiation of this Agreement.

3. INSURANCE

- 3.1 **Limits:** McMahon will maintain insurance coverage in the following amounts:

Worker's Compensation	Statutory
General Liability	
Bodily Injury - Per Incident/Annual Aggregate	\$1,000,000 / \$2,000,000
Automobile Liability	
Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Professional Liability Coverage	\$2,000,000

If the Client requires coverage or limits in addition to the above stated amounts, premiums for additional insurance shall be paid by the Client.

McMahon's liability to Client for any indemnity commitments, reimbursement of legal fees, or for any damages arising in any way out of performance of our contract or based on tort, breach of contract, or any other theory, is limited to ten (10) times McMahon's fee not to exceed to \$250,000.

- 3.2 **Additional Insureds:** Upon request and to the extent permitted by law, McMahon shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Client as an additional insured for claims caused in whole or in part by McMahon's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Client's insurance policies and shall apply to both ongoing and completed operations.

To the extent permitted by law, Client shall cause the contractor, if any, to include McMahon as an additional insured on contractor's Commercial General Liability, Automobile Liability and Excess or Umbrella policies to include McMahon as an additional insured for claims caused in whole or in part by contractor's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of McMahon's insurance policies and shall apply to both ongoing and completed operations.

4. CLAIMS AND DISPUTES

- 4.1 **General:** In the event of a dispute between the Client and McMahon arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. The Client and McMahon agree to first attempt to resolve the dispute by direct negotiation.
- 4.2 **Mediation:** If an agreement cannot be reached by the Client and McMahon unresolved disputes shall be submitted to mediation per the rules of the American Arbitration Association. The Client and McMahon shall share the mediator's fee and any filing fees equally.
- 4.3 **Binding Dispute Resolution:** If the parties do not resolve a dispute through mediation the method of binding dispute resolution shall be litigation in a court of competent jurisdiction.

5. TERMINATION OR SUSPENSION

- 5.1 Client: Termination of this Agreement by the Client shall be effective upon seven (7) day written notice to McMahon. The written notice shall include the reasons and details for termination; payment is due as stated in above Section 2.
- 5.2 McMahon: If the Client defaults in any of the Agreements entered into between McMahon and the Client, or if the Client fails to carry out any of the duties contained in these Terms & Conditions, McMahon may, upon seven (7) days written notice, suspend its services without further obligation or liability to the Client unless, within such seven (7) day period, the Client remedies such violation to the reasonable satisfaction of McMahon.
- 5.3 Suspension for Non-Payment: McMahon may, after giving 48-hours' notice, suspend service under any Agreement until the Client has paid in full all amounts due for services rendered and expenses incurred.

6. COPYRIGHTS AND LICENSES

- 6.1 Instruments of Service: McMahon and its subconsultants shall be deemed the author and owner of their respective instruments of Service (IOS), including the Drawings, Specifications, reports, and any computer modeling (BIM, etc.), and shall retain all common law, statutory and other reserved rights, including copyrights.
- 6.2 Licenses: McMahon grants to the Client a nonexclusive license to use McMahon's IOS solely and exclusively for the purposes of constructing, using, and maintaining the project, provided that the Client substantially performs its obligations under this Agreement, including prompt payment of all sums due.
- 6.3 Re-use: Use of IOS pertaining to this project by the Client for extensions of this project or on any other project shall be at the Client's sole risk and the Client agrees to defend, indemnify, and hold harmless McMahon from all claims, damages and expenses, including attorneys' fees arising out of such re-use of the IOS by the Client or by others acting through the Client.

7. AGREEMENT CONDITIONS

- 7.1 The stipulated fee is firm for acceptance by the Client within 60-days from date of Agreement publication.
- 7.2 Modifications: This Agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties.
- 7.3 Governing Law: This Agreement shall be governed by the law of the place where the project is located, excluding that jurisdiction's choice of law rules.
- 7.4 Mutual Non-Assignment: The Client and McMahon, respectively bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Client nor McMahon shall assign this Agreement without the written consent of the other.
- 7.5 Severability: The invalidity of any provision of this Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.
- 7.6 Third Party: Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action, in favor of a third party against McMahon.

8. MISCELLANEOUS PROVISIONS

- 8.1 Additional Client Services: The Client agrees to provide such legal, accounting and insurance counseling services as may be required for the project for the Client's purpose.
- 8.2 Means and Methods: McMahon is not responsible for direction or supervision of construction means, methods, techniques, sequence, or procedures of construction selected by contractors or subcontractors, or the safety precautions and programs incident to the work of the contractors or subcontractors.
- 8.3 Purchase Orders: In the event the Client issues a purchase order or other instrument related to McMahon's services, it is understood and agreed that such document is for Client's internal accounting purposes only and shall in no way modify, add to, or delete any of the terms and conditions of this Agreement. If the Client does issue a purchase order, or other similar instrument, it is understood and agreed that McMahon shall indicate the purchase order number on the invoice(s) sent to the Client.
- 8.4 Project Maintenance: The Client (or Owner if applicable) shall be responsible for maintenance of the structure, or portions of the structure, which have been completed and have been accepted for its intended use. All structures are subject to wear and tear, and environmental and man-made exposures. As a result, all structures require regular and frequent monitoring and maintenance to prevent damage and deterioration. Such monitoring and maintenance is the sole responsibility of the Client or Owner. McMahon shall have no responsibility for such issues or resulting damages.
- 8.5 Consequential Damages: Notwithstanding any other provision of the Agreement, neither party shall be liable to the other for any consequential damages incurred due to the fault of the other party, regardless of the nature of this fault or whether it was committed by the Client or the Design Professional, their employees, agents, subconsultants or subcontractors. Consequential damages include, but are not limited to, loss of use and loss of profit.
- 8.6 Corporate Protection: It is intended by the parties to this Agreement that McMahon's services in connection with the project shall not subject McMahon's individual employees, officers, or directors to any personal legal exposure for the risks associated with this project. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and/or asserted only against McMahon, a Wisconsin corporation, and not against any of McMahon's employees, officers, or directors.
- 8.7 Contingency: McMahon's professional services are not a warranty or guarantee. The project will evolve and be refined over time. The Client shall provide appropriate contingency for design and construction costs consistent with the reasonable progression of the project. The Client and McMahon agree that revisions due to design clarifications or omissions which result in changes in work during the construction phase which amount to 5% or less of construction costs shall be deemed within the contingency and consistent with the professional standard of care. The Client agrees to make no claim for costs related to changes in work within this threshold. Claims in excess of this threshold shall be resolved per the dispute resolution process.
- 8.8 Project Costs Associated with Agency Plan Review: McMahon will not be responsible for additional project costs due to changes to the design, construction documents, and specifications resulting from the agency plan review process. The project schedule shall either allow for the agency plan review process to occur prior to the Bid Phase or if this review occurs after the Bid Phase the Client agrees that any additional costs would be considered part of the project contingency.
- 8.9 Hazardous Materials: McMahon shall have no responsibility for the discovery, presence, handling, removal, or disposal of, or exposure of person to, hazardous materials or toxic substance in any form at the project site.
- 8.10 Climate: Design standards which exceed the minimum requirements within current codes and regulations are excluded. If requested by the Client, climate-related design services or evaluations can be provided for additional compensation.



FEE SCHEDULE | 2024

McMahon Associates, Inc.

Effective: 01/01/2024 Revised: 09/11/2024

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$205.00
Senior Project Manager	\$205.00
Project Manager	\$145.00 - \$195.00
Senior Engineer	\$185.00 - \$195.00
Engineer	\$105.00 - \$175.00
Senior Engineering Technician	\$135.00 - \$145.00
Engineering Technician	\$75.00 - \$125.00
Senior Architect	\$170.00 - \$190.00
Architect	\$145.00 - \$165.00
Senior Designer	\$120.00 - \$140.00
Designer	\$90.00 - \$110.00
Senior Land Surveyor	\$130.00 - \$170.00
Land Surveyor	\$120.00
Land Surveyor Technician	\$85.00 - \$105.00
Surveyor Apprentice	\$70.00
Erosion Control Technician	\$90.00
Senior Hydrogeologist	\$205.00
Senior Ecologist	\$195.00
Environmental Scientist	\$100.00 - \$115.00
Senior G.I.S. Analyst	\$170.00
G.I.S. Analyst	\$95.00 - \$115.00
Wetland Delineator	\$115.00
Senior Wetland Delineator	\$140.00
Municipal Planner	\$165.00
Senior Public Management Specialist	\$160.00
Public Management Specialist	\$130.00
Senior Public Safety Specialist	\$160.00
Public Safety Specialist	\$130.00
Building Inspector Specialist	\$130.00
Water / Wastewater Specialist	\$105.00 - \$135.00
Senior On-Site Project Representative	\$120.00
On-Site Project Representative	\$60.00 - \$105.00
K-12 Administrative Specialist	\$125.00
State Plan Reviewer	\$145.00
Certified Grant Specialist	\$145.00
Graphic Designer	\$110.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$45.00 - \$70.00
Professional Witness Services	\$370.00

This Fee Schedule is subject to revisions due to labor rate adjustments and interim staff or corporate changes.

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956

Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025

Ph 920.751.4200 | Fax 920.751.4284

Email: MCM@MCMGRP.COM
Web: WWW.MCMGRP.COM

1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591

Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248

Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM



REIMBURSABLE EXPENSE SCHEDULE * | 2024

McMahon Associates, Inc.

Effective: 01/01/2024

DESCRIPTION	RATE
REIMBURSABLE EXPENSES:	
Commercial Travel	1.1 of Cost
Delivery & Shipping	1.1 of Cost
Meals & Lodging	1.1 of Cost
Review & Submittal Fees	1.1 of Cost
Outside Consultants	1.12 of Cost
Photographs & Models	1.1 of Cost
Misc. Reimbursable Expenses & Project Supplies	1.1 of Cost
Terrestrial Laser Scanner	\$1,500.00
REIMBURSABLE UNITS:	
Copy Charges - Black & White	\$0.08/Image
Copy Charges - Color / 8½" x 11"	\$0.45/Image
Copy Charges - Color / 8½" x 14" and 11" x 17"	\$0.75/Image
Mileage	\$0.75/Mile
Mileage - Truck/Van	\$1.05/Mile
All-Terrain Vehicle	\$100.00/Day
Global Positioning System (GPS)	\$21.00/Hour
Hand-Held Global Positioning System (GPS)	\$15.00/Hour
Robotic Total Station	\$20.00/Hour
Survey Hubs	\$0.45/Each
Survey Lath	\$0.80/Each
Survey Paint	\$6.00/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - ½"	\$3.00/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$1.75/Each

NEENAH, WISCONSIN
CORPORATE HEADQUARTERS

Street Address:
1445 McMAHON DRIVE
NEENAH, WI 54956
Mailing Address:
P.O. BOX 1025
NEENAH, WI 54957-1025
Ph 920.751.4200 | Fax 920.751.4284
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1700 HUTCHINS ROAD
MACHESNEY PARK, IL 61115
Ph 815.636.9590 | Fax 815.636.9591
Email: MCMAHON@MCMGRP.NET
Web: WWW.MCMGRP.COM

952 SOUTH STATE ROAD 2
VALPARAISO, IN 46385
Ph 219.462.7743 | Fax 219.464.8248
Email: MCM@MCMGRP-IN.COM
Web: WWW.MCMGRP.COM

* This schedule is not all inclusive.

It's about values, culture, and relationships...

At the center of what we do, exists a service-inspired philosophy combining values, culture and relationships to help us deliver exceptional results, with the most important aspect being our focus on relationships. We take pride in building long-lasting relationships, which starts with taking the time to truly understand your needs, expectations, and challenges. We strive to create a successful project experience every time we work with you, earning your confidence and becoming a trusted partner you can rely on.

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VISIT OUR SOCIAL COMMUNITIES



McMAHON
ENGINEERS ARCHITECTS

AGENDA ITEM 6d

Contract; Administration Building; Civil
Site Design; Stantec Consulting



ADMINISTRATION BUILDING – CIVIL SITE DESIGN CONTRACT

Date: January 21, 2025

Board/Committee: Village Board

Re: Contract Approval

Author: Julie A. Schmelzer, Village Administrator

At the December Parks, Property and Streets Committee meeting, the committee voted to award the civil site design contract for the new Administration Building to Stantec. Proposal and contract attached (one document).



Stantec Consulting Services Inc.
 312 N. 5th Avenue
 Sturgeon Bay, WI 54235

November 20, 2024

Project/File: 193806896 – Admin Building Civil Survey and Engineering Proposal

Village of Sister Bay
 C/O Julie Schmelzer; Village Administrator
 2383 Maple Drive
 P.O. Box 769
 Sister Bay, WI 54234
 920-854-9637
julie.schmelzer@sisterbaywi.gov

Reference: Proposal for Engineering/Surveying

Stantec has prepared the following proposal based on the understanding that a new Village Administration Building will be constructed on parcel 1810009312822A along Woodcrest Road. The development will be placed on the existing ±40-acre lot with ±2 acres being developed in this scope of the project (see Exhibit A, Parcel Report). Architectural concept drawing have been created by McMahon and Stantec has used these as a basis for this scope of work (See Exhibit B, Concept Site Plan). Stantec proposes the following scope of services:

SCOPE OF WORK/FEES:

Stantec shall provide Civil Engineering and Land Surveying professional services for the Project. Stantec will self-perform all Tasks.

Professional services as identified below will be completed on a Fixed Fee (FF) or Time and Material (T&M) basis. We have organized the project tasks into the following categories and associated fees:

1. Survey	\$3,500 (FF)
2. Final Civil Plans	\$19,500 (T&M)
3. Stormwater Management Design	\$4,500 (FF)
4. Sanitary Sewer + Water Extension	\$8,000 (FF)
TOTAL	\$35,500

Stantec will not exceed the budget as defined above without written approval of a change order from the Client.

Additional requests from the Client or others will be considered additional services and additional budget will then need to be authorized by the Client prior to the work being completed.

TASK 1 – SURVEY SERVICES

Stantec will augment the existing property boundary survey (done under prior contract) with full and topography existing conditions of the subject property. Easements and restrictions of record will be depicted as per information provided by the client. The survey will include the following:

- One-foot interval contours of existing topography
- Existing site improvements including buildings, parking areas, sidewalks, drives, pavement and other improvements identified on the project site.
- Public roadway pavement and improvements from parcel to centerline of roadway
- Berms, swales, and drainage features
- Utility structures to include storm sewer, watermain and sanitary sewer including inverts and pipe sizes.
- Buried utility lines as marked by Digger's Hotline
- Trees with greater than 4-inch diameter within 25 feet of the proposed building location.

Deliverables:

- Existing conditions survey with topographic and utility verification

TASK 2 – CIVIL PLAN SET AND PERMITTING

Stantec will work with both the Architectural Designer and the VOSB to finalize the overall site plan. Once the site plan is finalized, Stantec will provide construction ready plans for the proposed development including sewer, water, and storm sewer associated with development. A master grading plan will also be prepared establishing proposed building grades, driveway grades, and drainage patterns.

Stantec will prepare a list of quantities to be used by the Client for bidding. Actual bidding, construction specifications, advertising and bid review will be by client directly.

Stantec will provide the following scope of work:

Deliverables:

- Site Plan Creation. Coordinate with VOSB to create an overall site concept layout, including identifying project build-out phasing
 - Attend Village meetings when requested by boards/commission/committees
 - Coordinate with Architect on site layout requirements for administration building
- Contractor Coordination
 - Coordinate Geotechnical Reporting via outside consultant
 - Coordinate other outside contractor/consultant input as requested
- Construction plan packet. After conceptual site design has been finalized, Stantec will provide a final engineering construction plan packet showing:
 - Cover sheet with pertinent site design statistics and information.
 - Construction materials quantities summary.
 - Site plan with dimensions of proposed improvements and vehicular turn radius review.
 - Utility plan with sanitary sewer lateral, water service, and storm water BMP design.
 - Master grading plan for entire development including building heights and grades.

- Landscape Plan
- Erosion control plan.
- Construction details.
- Permit applications:
 - VOSB - Zoning Permit (if required, client dependent)
 - DSPS – Exterior Plumbing

TASK 3 – STORMWATER MANAGEMENT DESIGN

Stantec will prepare the necessary DNR and VOSB stormwater design. This proposal assumes overall land disturbance will exceed one-acre, therefore requiring a DNR land disturbance permit. This effort will include:

- Water quantity and quality analysis.
- Storm water BMP design.
- DNR land disturbance permit application, including stormwater pond design peak flow and water quality calculations.
- Erosion control plan.

Deliverables:

- Stormwater management design packet meeting DNR design requirements.
- DNR Storm Water Permit Application
- VOSB Storm Water Management Plan Application

TASK 4 – SANITARY SEWER AND WATER EXTENSIONS

Public utility mains (sanitary and water) will need to be extended roughly 900' south from the intersection of Woodcrest and Maple Lane/ZZ to allow service to the new administration building. Stantec will complete this task in the following manner:

- Survey existing project site for topographical and existing utilities and prepare base map suitable for final design.
- Design and prepare civil site plans for proposed sanitary sewer and water extension south along Woodcrest Road – as per previous discussions with the Village administrator

Deliverables will include:

- Prepare application and submit design plans to DNR for Municipal sanitary sewer plan review.
- Prepare application and submit design plans to DNR for Public Water System Plan Review
- Prepare and solicit for public bids, collect bids, provide contractor recommendation to VOSB

This task, although part of the overall Administration Building scope of services, will be appended to the previously approved Sports Complex Sanitary Extension project in order to combine the two projects under one umbrella for construction purposes.

EXCLUSIONS:

No additional services other than those specifically identified in the body of this proposal are included in the Scope of Work. If items outside the above-mentioned Scope of Work are found to be required, Stantec can provide additional professional services as an amendment to the base contract. Stantec will not exceed the budget without written approval from the Client. Once the budget has been spent, and scope of services complete, additional requests from the Client or others will be considered additional services and additional budget will then need to be authorized by the Client prior to the work being completed.

SCHEDULE:

Stantec will work with the client to come up with a mutually agreeable schedule for entitlements, approvals, permitting and bidding of the project. It is anticipated that completing the design, gaining approvals, and permits may take up to 3 months to complete.

Project delays could be incurred due to factors outside our control such as slow response from regulators. That said, Stantec will work closely with the Client to meet schedule expectations and develop a mutual agreement of when the final deliverables will be completed.

ASSUMPTIONS AND CONDITIONS:

- A. Invoices will be sent monthly for services rendered based on the percentage of each task that has been completed to date. Payment terms will be 30 days upon receipt. Any applicable state and local taxes are not included.
- B. Permit review fees are not included. If paid by Stantec, all permit review fees will be passed on directly to the Client.
- C. Usual and customary expenses such as, review fees, municipal fees, postage, delivery, title reports and documents purchased are not included and will be invoiced at cost Stantec reserves the right to reallocate budget between tasks but will not exceed the total contract without approval.
- D. Preliminary research indicates there are no wetlands or floodplain on this site. Costs for wetlands or floodplains have not been included in this proposal.
- E. Client and regulatory correspondence and meetings not specified herein will be provided as supplemental services, if desired.
- F. Client dictated revisions after final design would warrant a new task budget be presented to the Client for approval.
- G. Stantec will not enter any form of litigation regarding the services performed in the tasks defined by this proposal.
- H. Stantec shall not be responsible for any costs incurred due to schedule delays beyond our control (e.g. weather, client-induced delays, non-performance of other contractors, etc.)

CONTRACTING

By signing this proposal, the Client authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the attached Professional Services Terms and Conditions.

This proposal is accepted and agreed on the below date:

Per Client/Municipality (Print Entity Name)

Date

Authorized Representative (Print Name & Title)

Signature

CLOSING:

Thank you for the opportunity to provide you with our Proposal. We trust this proposal meets your approval and has addressed the project goals we have discussed. If you have any questions, or require any additional information, please call me at (920)-298-1759. We look forward to working with you on this project.

Regards,

STANTEC CONSULTING SERVICES INC.



Skyler Witalison P.E.

Project Manager

Direct: 920 298-1763

Skyler.Witalison@stantec.com

312 N. 5th Avenue

Sturgeon Bay, WI 54235

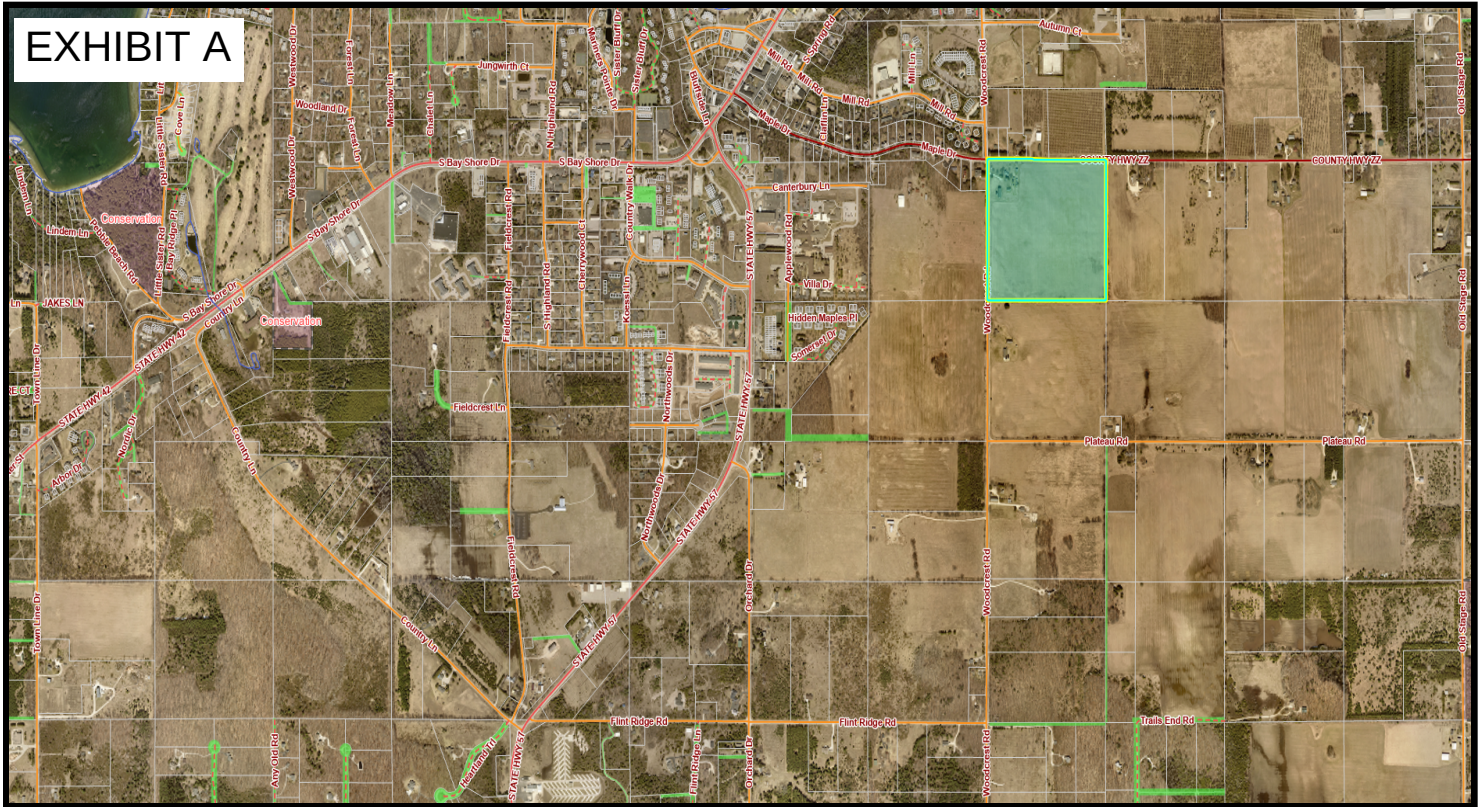
Tax Parcel Report

Courtesy of the Door County Land Information Office

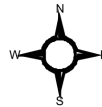


... from the G69 Map of ...
(//map.co.door.wi.us/map)
Door County, Wisconsin
... for all seasons!

EXHIBIT A



Map 2023 Orthophoto as default backdrop



Door County can not and does not make any representation regarding the accuracy or completeness, nor the error-free nature, of information depicted on this map. This information is provided to users "as is". The user of this information assumes any and all risks associated with this information. Door County makes no warranty or representation, either express or implied, as to the accuracy, completeness, or fitness for a particular purpose of this information. The Web Map is only a compilation of information and is NOT to be considered a legally recorded map or a legal land survey to be relied upon.

Data current through Wednesday, Nov 20, 2024

Parcel Number: 1810009312822A - VILLAGE OF SISTER BAY

PDF Map #: 09

PLSS Section-Town-Range: NW of NW 9-31-28

Property Address: 10596 WOODCREST RD

Owner Name: VILLAGE OF SISTER BAY

Co-Owner:

Mailing Address: PO BOX 769

SISTER BAY WI 54234

Legal Description (See recorded documents for a legal description):

NW1/4 NW1/4 S.9-31-28

School District: Gibraltar

Valuations: 2025

Taxes: 0

Acres: 40.92

Real Estate Tax: 0

Land Value: 0

Special Tax: 0

Improved Value: 0

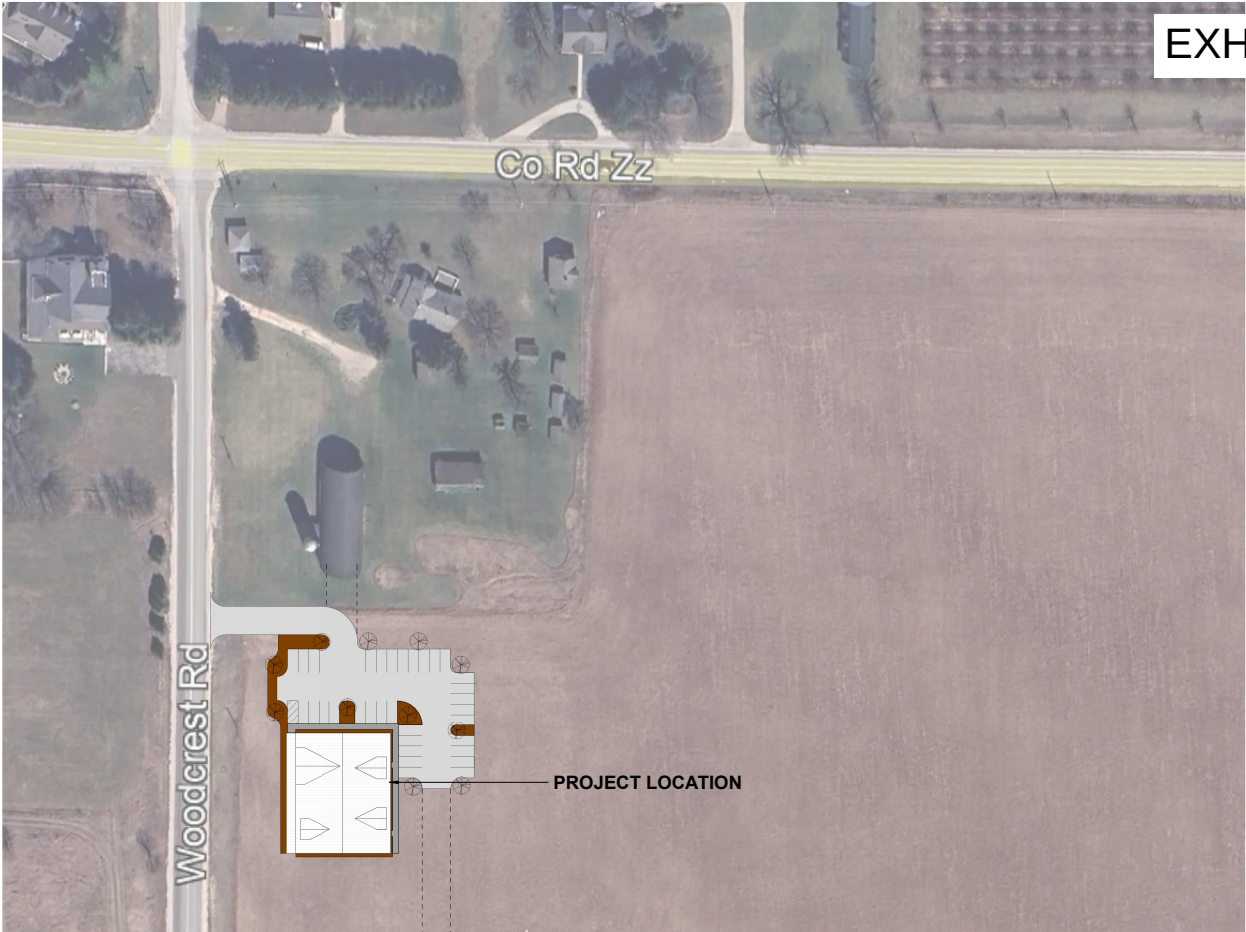
Forest Tax: 0

Forest Value: 0

Est Fair-Market Value: 0

* Valuations are subject to change until Final Board of Review. Contact Local Assessor for questions regarding assessed valuations.

EXHIBIT B



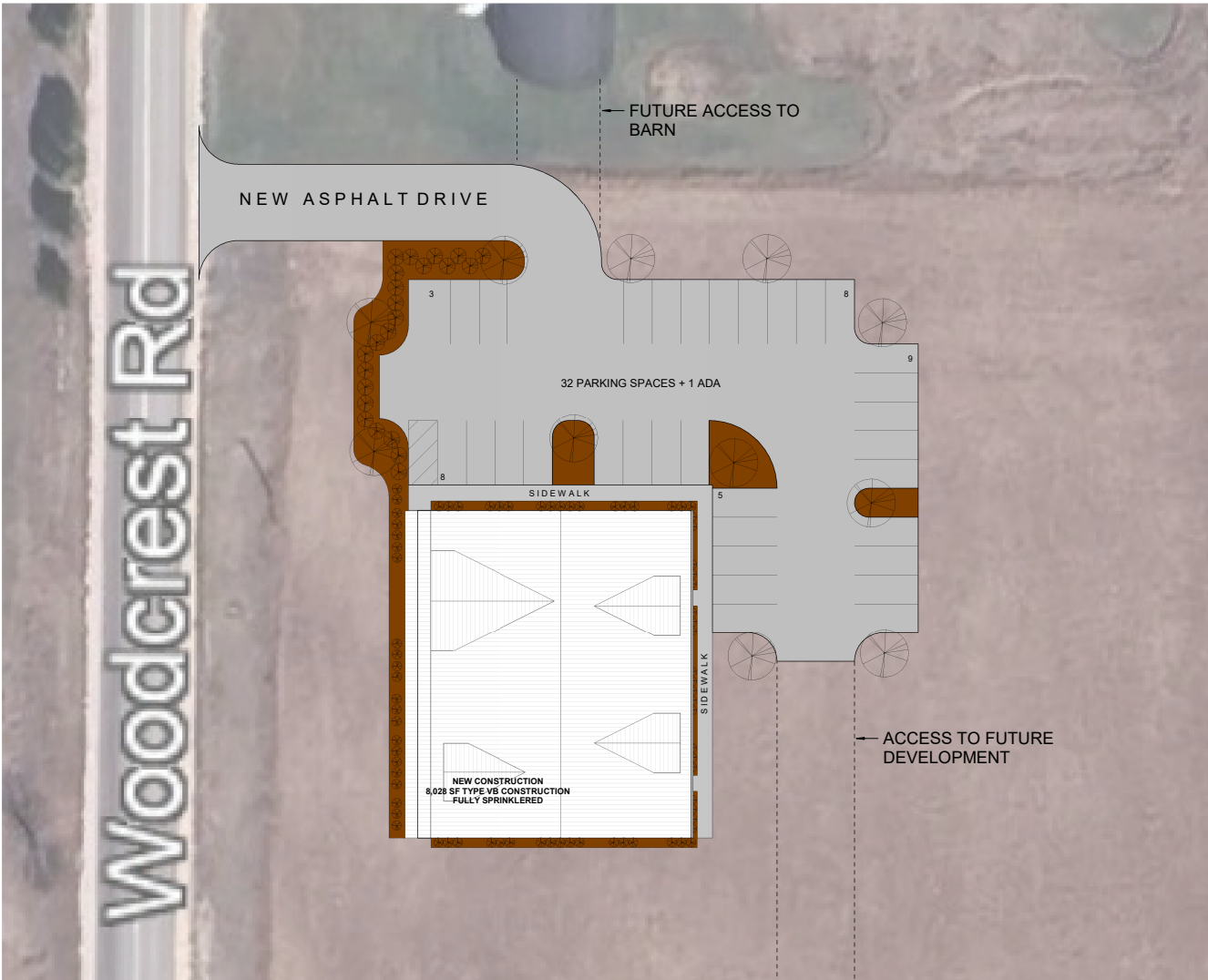
OVERALL CONCEPTUAL
ARCHITECTURAL SITE PLAN

1" = 60'-0"

NORTH

0 30' - 0" 60' - 0" 120' - 0"

SCALE - FT.



ENLARGED CONCEPTUAL
ARCHITECTURAL SITE PLAN

1" = 20'-0"

NORTH

0 10' - 0" 20' - 0" 40' - 0"

SCALE - FT.

PARKING LOT REQUIREMENTS:
EMPLOYEE STALLS = 7
ONE SPACE PER 3 CHAIRS = 25

PROVIDED:
32 PARKING SPACES + 1 ADA PARKING SPACE

INTERIOR LANDSCAPE ISLAND REQUIREMENTS:
5% OF PARKING LOT TO BE INTERIOR LANDSCAPE ISLANDS

PROVIDED:
13,194 SF TOTAL PARKING LOT
767 SF INTERIOR ISLANDS = 5.8% INTERIOR LANDSCAPE AREA



SISTER BAY ADMIN BUILDING REDESIGN
ARCHITECTURAL SITE PLAN

The following Terms and Conditions are attached to and form part of a proposal for services to be performed by Consultant and together, when the Client authorizes Consultant to proceed with the services, constitute the Agreement. Consultant means the Stantec entity issuing the Proposal.

DESCRIPTION OF WORK: Consultant shall render the services described in the Proposal (hereinafter called the "Services") to the Client.

TERMS AND CONDITIONS: No terms, conditions, understandings, or agreements purporting to modify or vary these Terms and Conditions shall be binding unless hereafter made in writing and signed by the Client and Consultant. In the event of any conflict between the Proposal and these Terms and Conditions, these Terms and Conditions shall take precedence. This Agreement supercedes all previous agreements, arrangements or understandings between the parties whether written or oral in connection with or incidental to the Project.

COMPENSATION: Payment is due to Consultant upon receipt of invoice. Failure to make any payment when due is a material breach of this Agreement and will entitle Consultant, at its option, to suspend or terminate this Agreement and the provision of the Services. Interest will accrue on accounts overdue by 30 days at the lesser of 1.5 percent per month (18 percent per annum) or the maximum legal rate of interest. Unless otherwise noted, the fees in this agreement do not include any value added, sales, or other taxes that may be applied by Government on fees for services. Such taxes will be added to all invoices as required. The Client will make payment by Electronic Funds Transfer when requested by Consultant.

NOTICES: Each party shall designate a representative who is authorized to act on behalf of that party. All notices, consents, and approvals required to be given hereunder shall be in writing and shall be given to the representatives of each party.

TERMINATION: Either party may terminate the Agreement without cause upon thirty (30) days notice in writing. If either party breaches the Agreement and fails to remedy such breach within seven (7) days of notice to do so by the non-defaulting party, the non-defaulting party may immediately terminate the Agreement. Non-payment by the Client of Consultant's invoices within 30 days of Consultant rendering same is agreed to constitute a material breach and, upon written notice as prescribed above, the duties, obligations and responsibilities of Consultant are terminated. On termination by either party, the Client shall forthwith pay Consultant all fees and charges for the Services provided to the effective date of termination.

ENVIRONMENTAL: Except as specifically described in this Agreement, Consultant's field investigation, laboratory testing and engineering recommendations will not address or evaluate pollution of soil or pollution of groundwater. Consultant is entitled to rely upon information provided by the Client, its consultants, and third-party sources provided such third party is, in Consultant's opinion, a reasonable source for such information, relating to subterranean structures or utilities. The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses and/or expenses, direct and indirect, or consequential damages relating to subterranean structures or utilities which are not correctly identified in such information.

PROFESSIONAL RESPONSIBILITY: In performing the Services, Consultant will provide and exercise the standard of care, skill and diligence required by customarily accepted professional practices normally provided in the performance of the Services at the time and the location in which the Services were performed.

INDEMNITY: The Client releases Consultant from any liability and agrees to defend, indemnify and hold Consultant harmless from any and all claims, damages, losses, and/or expenses, direct and indirect, or consequential damages, including but not limited to attorney's fees and charges and court and arbitration costs, arising out of, or claimed to arise out of, the performance of the Services, excepting liability arising from the sole negligence of Consultant.

LIMITATION OF LIABILITY: It is agreed that, to the fullest extent possible under the applicable law, the total amount of all claims the Client may have against Consultant under this Agreement, including but not limited to claims for negligence, negligent misrepresentation and/or breach of contract, shall be strictly limited to the lesser of professional fees paid to Consultant for the Services or \$50,000.00. No claim may be brought against Consultant more than two (2) years after the cause of action arose. As the Client's sole and exclusive remedy under this Agreement any claim, demand or suit shall be directed and/or asserted only against Consultant and not against any of Consultant's employees, officers or directors.

Consultant's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services and Consultant shall bear no liability whatsoever for any consequential loss, injury or damage incurred by the Client, including but not limited to claims for loss of use, loss of profits and/or loss of markets.

In no event shall Consultant's obligation to pay damages of any kind exceed its proportionate share of liability for causing such damages.

DOCUMENTS: All of the documents prepared by or on behalf of Consultant in connection with the Project are instruments of service for the execution of the Project. Consultant retains the property and copyright in these documents, whether the Project is executed or not. These documents may not be used for any other purpose without the prior written consent of Consultant. In the event Consultant's documents are subsequently reused or modified in any material respect without the prior consent of Consultant, the Client agrees to defend, hold harmless and indemnify Consultant from any claims advanced on account of said reuse or modification.

Any document produced by Consultant in relation to the Services is intended for the sole use of Client. The documents may not be relied upon by any other party without the express written consent of Consultant, which may be withheld at Consultant's discretion. Any such consent will provide no greater rights to the third party than those held by the Client under the contract and will only be authorized pursuant to the conditions of Consultant's standard form reliance letter.

Consultant cannot guarantee the authenticity, integrity or completeness of data files supplied in electronic format ("Electronic Files"). Client shall release, indemnify and hold Consultant, its officers, employees, Consultant's and agents harmless from any claims or damages arising from the use of Electronic Files. Electronic files will not contain stamps or seals, remain the property of Consultant, are not to be used for any purpose other than that for which they were transmitted, and are not to be retransmitted to a third party without Consultant's written consent.

FIELD SERVICES: Consultant shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with work on the Project, and shall not be responsible for any contractor's failure to carry out the work in accordance with the contract documents. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, any of their agents or employees, or any other persons performing any of the work in connection with the Project. Consultant shall not be the prime contractor or similar under any occupational health and safety legislation.

GOVERNING LAW/COMPLIANCE WITH LAWS: The Agreement shall be governed, construed and enforced in accordance with the laws of the jurisdiction in which the majority of the Services are performed. Consultant shall observe and comply with all applicable laws, continue to provide equal employment opportunity to all qualified persons, and to recruit, hire, train, promote and compensate persons in all jobs without regard to race, color, religion, sex, age, disability or national origin or any other basis prohibited by applicable laws.

DISPUTE RESOLUTION: If requested in writing by either the Client or Consultant, the Client and Consultant shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a without prejudice basis. The mediator shall be appointed by agreement of the parties. The Parties agree that any actions under this Agreement will be brought in the appropriate court in the jurisdiction of the Governing Law, or elsewhere by mutual agreement. Nothing herein however prevents Consultant from any exercising statutory lien rights or remedies in accordance with legislation where the project site is located.

ASSIGNMENT: The Client shall not, without the prior written consent of Consultant, assign the benefit or in any way transfer the obligations under these Terms and Conditions or any part hereof.

SEVERABILITY: If any term, condition or covenant of the Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions of the Agreement shall be binding on the Client and Consultant.

FORCE MAJEURE: Any default in the performance of this Agreement caused by any of the following events and without fault or negligence on the part of the defaulting party shall not constitute a breach of contract, labor strikes, riots, war, acts of governmental authorities, unusually severe weather conditions or other natural catastrophe, disease, epidemic or pandemic, or any other cause beyond the reasonable control or contemplation of either party. Nothing herein relieves the Client of its obligation to pay Consultant for services rendered.

COVID-19: The parties acknowledge the ongoing COVID-19 pandemic and agree that the fee and schedule in the proposal is based on what is currently understood. Where conditions change, the parties may have further discussions to manage and mitigate the impact of this evolving situation on the Project.

CONTRA PROFERENTEM: The parties agree that in the event this Agreement is subject to interpretation or construction by a third party, such third party shall not construe this Agreement or any part of it against either party as the drafter of this Agreement.

BUSINESS PRACTICES: Each Party shall comply with all applicable laws, contractual requirements and mandatory or best practice guidance regarding improper or illegal payments, gifts, or gratuities, and will not pay, promise to pay or authorize the payment of any money or anything of value, directly or indirectly, to any person (whether a government official or private individual) or entity for the purpose or illegally or improperly inducing a decision or obtaining or retaining business in connection with this Agreement or the Services.

FLORIDA CONTRACTS: PURSUANT TO FLORIDA STATUTES CHAPTER 558.0035 AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE.

AGENDA ITEM 6e

Contract; Triangle Area Engineering;
Robert E. Lee



'TRIANGLE' ENGINEERING PROPOSAL

Date: January 21, 2025

Board/Committee: Village Board

Re: Triangle Area Road Contract

Author: Julie A. Schmelzer, Village Administrator

As a second phase in our road upgrades for the area known as 'the Triangle' (the area bound by Bluffside, Maple West and Mill West), we are ready to begin the second phase and begin so by surveying the current site conditions and engineering what needs to be done. Attached is the proposal/contract for such work.

January 10, 2025

Ms. Julie Schmelzer
 VILLAGE OF SISTER BAY
 2383 Maple Drive
 Sister Bay, WI 54234

RE: Proposal for Engineering Services – Street Reconstruction Project, Village of Sister Bay, WI

Dear Ms. Schmelzer:

Thank you for the opportunity to provide this proposal for the surveying, engineering, bidding, construction administration, construction observation, and construction staking services for the reconstruction of Bluffside Lane, Maple Drive, Parkview Drive and Parkview Lane in the Village of Sister Bay. Robert E. Lee & Associates, Inc. (REL) will provide the necessary design services to create construction plans and bidding documents for the roadway improvements, which include urbanizing the roadway with adding sidewalks as practical, curb ramps, ornamental lighting, improved storm water and storm sewer drainage. The project is programmed to solicit bids together, but constructed in phases with respect to the area's peak tourist season. The first phase will occur in the fall of 2025 (after Fall Fest) with the construction of the storm sewer and utility improvements, and starting in Spring 2026, the project will wrap up with the roadway improvements. The following is a summary of the proposed work.

TOPOGRAPHIC AND RIGHT OF WAY SURVEY \$10,000

We will perform a topographic survey of up to 70-feet-wide along the roadways of the existing conditions, including surface features, grades, location of existing public utilities, and drainage. A right-of-way survey will be performed to determine the existing right-of-way, based on available data and locatable property lines.

ENGINEERING DESIGN SERVICES

REL will develop detailed engineering plans, specifications, and bid documents for the project area. The following is a list of the project scope and associated costs per scope.

1. Geotechnical \$6,500
 - REL will perform geotechnical services to determine the existing pavement structure. 13 soil borings up to a depth of 12 feet will be performed. The soil logs will be used to develop pavement design.

2. Televising

- The Owner will be performing televising of the sanitary sewer system in March 2025. If sanitary sewer needs are discovered during the televising process, an amendment to this proposal may be required.
- It is assumed that the storm system televising previously completed by the Village will be sufficient for REL to complete this design, if supplemental televising is needed, we will notify the Village of the additional need.

3. Design

\$85,000

- Develop preliminary plan and profile sheets for the design of storm water drainage, street improvements, water valve/hydrant adjustments, and ornamental lighting, including cross sections.
- Develop preliminary estimate.
- Review preliminary plans and estimate with the Village.
- Review road corridor design options:
 - to increase on-street parking at the intersection of Bluffside Lane and Maple Drive.
 - to determine the desired location for pedestrian accommodations in the corridor.
- Develop Public Involvement Meeting materials including mailers, presentation, handouts and posters for preliminary plan development and an Owner review meeting.
- Facilitate with Village's assistance one public involvement meeting.
- Facilitate utility coordination after preliminary plan development and owner review meeting. Utility relocations are anticipated.
- Prepare final plan, specifications, and estimate for storm water drainage and streets, including applicable construction details and cross sections.
- Review final plans and specifications with the Village.
- Should it be determined that structural or retaining wall design is needed, that work would be provided under a separate scope of work once the need is determined through the preliminary design.
- From discussions with Megan Barnes it is our understanding the Owner has no concerns regarding the current watermain and sanitary sewer infrastructure that was installed in 1971. Should it be determined that improvements are needed, an amendment to this proposal may be required.

4. Right-of-Way

\$2,200 per parcel

- After preliminary plans are developed and reviewed, REL will determine if any right-of-way impacts are needed, and if the Village will need to obtain any Temporary Limited Easements or Permanent Limited Easements.
- REL will solicit title work needed for the development of the easement documents.
- Acquisition of easements or real estate is the responsibility of the Village, if ultimately required.

5. Storm Water Management – Post-Construction Facility Design – if Required/Desired

\$5,500

Ms. Julie Schmelzer

VILLAGE OF SISTER BAY

RE: Proposal for Engineering Services – Street Reconstruction Project, Village of Sister Bay, WI

- This project includes the urbanization of existing roadways; therefore, a storm water management plan may be required by the WDNR. REL will provide the necessary modeling and reporting to show compliance with the WDNR's 40% TSS removal requirement.

6. Permitting \$1,000

- Wisconsin Department of Natural Resources (WDNR) Notice of Intent for land disturbing activities exceeding one acre, if applicable.
- All permit fees are the responsibility of the Owner.

7. Bidding \$7,500

- Assist the Village in obtaining construction bids
- Distribute digital plans and specifications to interested contractors, via the online QuestCDN site. All printing costs shall be paid by the Owner.
- Answer contractor's questions.
- Assist with addenda, if necessary
- Receive bids
- Facilitate bid opening virtually.
- Assist with contract award by reviewing bid documents and developing a recommendation for award of the contract.

CONSTRUCTION SERVICES – ADMINISTRATION, OBSERVATION, AND STAKING

Once final plans and specifications are prepared and approved, REL can assist you with construction services, such as construction administration, observation, and staking of the project. A detailed budget can be provided once the project is awarded and a contractor schedule is determined.

1. Construction Administration \$TBD

- Administer a pre-construction meeting to include the Owner, the Contractor, and the utilities.
- Administer and coordinate the contract work between the Contractor and Owner.
- Review submittals and shop drawings.
- Review and process payment requests.
- Process change orders, if necessary.
- Facilitate final walk-through and develop a punchlist.
- Review and process project closeout documents.
- Prepare and forward as-built plans using inspectors records and field measurements, as required.

2. Construction Observation \$TBD

- Construction observation during primary construction operations, including the installation of utilities, backfilling of utility trench, concrete curb and gutter and sidewalk, and asphalt paving.
- Part time observation at remaining construction periods.
- The construction services are largely driven by the contractor's schedule; therefore, this cost may fluctuate depending on the contractor's progression of the work.

Ms. Julie Schmelzer

VILLAGE OF SISTER BAY

RE: Proposal for Engineering Services – Street Reconstruction Project, Village of Sister Bay, WI

3. Construction Staking \$TBD

- Lay out line and grade for storm sewer, and for sanitary sewer/water system modifications as needed. We will also lay out the laterals for each of the lots. A grade sheet will be provided with this lay out. The items within the utility layout will be marked with a hub and four-foot wood lath.
- Lay out the alignment of the proposed streets with cut/fills to the design subgrade. Stakes will be set at alternating sides of the street at a maximum of 50-foot intervals. These grades will be marked with a hub and four-foot wood lath. A grade sheet will also be provided.
- Lay out the concrete curb for the road construction. Offset stakes will be set at all major corners, radius points, and grade breaks. Offset stakes will be set at a minimum of 50-foot intervals on tangents and 25 feet along curves. All offset stakes will consist of a hub and four-foot wood lath. A grade sheet will also be provided with this layout.

AS-BUILT SURVEY AND MAPPING\$4,500

An as-built survey and mapping can be provided to properly identify the field location of physical structures, including drainage features, manholes, pipes and sewer laterals.

PROJECT SCHEDULE

Topographic and Right-of-Way Survey, Geotechnical Borings	February 2025
Preliminary Design Review Submittal and Review <i>Meeting (in Person)</i>	April 2025
Public Involvement Meeting and Utility Coordination	May 2025
Final Design Review Submittal and Review Meeting <i>(Virtual)</i>	June 2025
Bidding of Project:	August 2025
Construction of Utilities (Phase 1) Start	October/November 2025
Construction of Roadway (Phase 2) Start	Spring 2026

SUMMARY OF FEES

Topographic and Right-of-Way Survey	\$ 10,000
Geotechnical	\$ 6,500
Design	\$ 85,000
Permitting	\$ 1,000
Bidding Services	\$ 7,500
Design/Bidding Total*	\$110,000

*Design/Bidding Total includes up to 4 in person project meetings, should additional meetings be required those would be billed on a time and expense basis.

Construction Services**	\$ TBD
As-Built Survey <i>(T&E Estimated)</i>	\$ 4,500

****A construction services budget can be provided once the project is bid and a contractor schedule is established.**

Ms. Julie Schmelzer
VILLAGE OF SISTER BAY

RE: Proposal for Engineering Services – Street Reconstruction Project, Village of Sister Bay, WI

Note: *Permit fees are not included within the Summary of Fees and will be passed on directly to the Owner for payment. Printing fees associated with bidding will be billed directly to the Village of Sister Bay, along with required publication fees.*

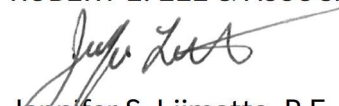
Supplementary Potential Design Fees

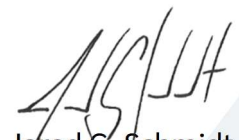
Right-of-Way, Acquisition/Determination <i>(if required)</i>	\$ 2,200 <i>per parcel</i>
Storm Water Management	\$ 5,500
DOT Highway Permitting/Coordination	\$ TBD
Structural/Retaining Wall Design	\$ TBD

Again, we appreciate the opportunity to submit our proposal for engineering services and look forward to working with you on this project. Also enclosed is a copy of our Standard Terms and Conditions, dated June 2006. If you agree with this proposal, please sign, and return a digital copy for our files. Feel free to contact me with any questions.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.


Jennifer S. Liimatta, P.E.
Project Manager


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

ENC.

JSL/JGS/NJM

ACCEPTED BY VILLAGE OF SISTER BAY

Signature

Title

Print Name

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 in the proposal or agreement in which these standard terms and conditions are referenced and to which they are attached. 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, the 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 non-salary 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's time spent working directly on the subject project.
3. General and administrative overhead charges distributed on the basis of employee time spent working directly on the subject project.

Nonsalary costs cover items directly related to the project, other than those covered by salary-related costs. Such non-salary 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. Non-salary 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.
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, non-owned, 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

AGENDA ITEM 6f

Contract; Marina Commercial Vendor;
Sail Door County; Inksetter & Bayirli



MARINA COMMERCIAL VENDOR – SAIL DOOR COUNTY

Date: January 21, 2025

Board/Committee: Village Board

Re: Sail Door County – New Owner

Author: Julie A. Schmelzer, Village Administrator

Peder Nelson has sold Sail Door County. The new owners propose operating as a commercial vendor throughout the end of Peder's original contract. After that date, the Marina Committee/Board will need to decide if they are extending or renewing the contract with the new owners. The new contract is attached.



**SISTER BAY MARINA
COMMERCIAL VENDOR AGREEMENT
2025**

The undersigned, individually and on behalf of the Commercial Vendor (the "Lessee"), jointly and severally agree to enter into the following agreement with the Village of Sister Bay, a municipality located in Door County, Wisconsin, P.O. Box 769, Sister Bay, WI 54234 (the "Village").

RECITALS

A. The Village, through its Village Board in the exercise of its authority over the Village Marina (the "Marina"), has established a Marina Committee (the "Committee"), for certain matters relating to the Marina, including this Contract (the "Agreement"), in order to protect the health, safety and welfare of the public that in part includes benefit to the entire community by the stimulation of economic activity in the private sector and improving the quality of life and recreational opportunities by allowing anyone interested, access to the waters of Sister Bay.

B. The Committee has established requirements for the operation of the Marina, as set forth in this instrument and attachments, as may be changed from time to time during the term of this Agreement as set forth below (the "Requirements").

C. Lessee, jointly and severally, agrees to all requirements as may be changed from time to time, and executes this Lease in agreement with its provisions.

NOW, THEREFORE, on the later of both (i) the Lessee's execution of this Agreement with such Attachment, and (ii) the Committee's granting of this Lease, the following provisions shall be applicable to and are agreed to by the Lessee:

1. Identification of Village, Commercial Vendor, Boat and Commercial Vendor Services. The "Village" shall mean and include the Village and all of its organizational bodies, including the Village Board and Committees, as well as all of the Village employees and agents. In this Agreement the term "vessel" and "boat" are used interchangeably and herein referred to as "boat(s)". The Lessee, the boat(s), and Lessee services are as set forth on the attachments hereto, and, more specifically, those attachments shall set forth:

- a. The legal name or names, in the event of a partnership, and mailing address of the Lessee for the purposes of any notice;
- b. The name of the boat(s), if any, for which this Lease is obtained along with a description of the boat(s) (manufacturer, length, and other identifying description), as well as State and Federal identifying numbers, including the state of registration or licensing as applicable (hereinafter, the "Boat"); and,

c. A description of services the Lessee will provide, in as much detail as may be required by the Committee.

2. Rates and Time of Payment. Please note that boat(s) with the ability to serve a high number of guests per day may be asked to pay a higher pump-out rate than other Lessees so as to cover the costs of sewage disposal. The rate for the first year of this Lease shall be the amount established by the Committee (the current annual amount is \$40,230.00 plus tax). The Lessee shall pay for space furnished by the Village of Sister Bay in accord with the rates established by the Committee within 30 days of the date of invoice. The Village will provide the Lessee with two payment options.

1. Option 1 – Lessee will pay in full on or before May 1st of the season year.

The Lessee will receive a 2 percent (2%) discount for selecting Option 1.

2. Option 2 – Lessee will pay the first half of the total amount due, as invoiced on or before May 1 of the season year, and the remainder of the invoice must be paid on or before August 1 of the season year. (The rate is the amount established by the Committee prior to the date the Village offers the Agreement to the Lessee; subsequent annual rates shall be set no later than December 31 of the year immediately preceding each calendar year during the term of the Lease or the rate shall default to the original rate offered in the Agreement.)

3. Term. The term of this Lease was three (3) years, with an optional two (2) year extension if there have not been documented violations of the Agreement that have been presented to the Lessee, in writing, and not cured within a reasonable timeframe established by the Marina Manager. The agreement with Sail Door County initially was made with the previous owner, Peder Nelson and was valid until October 31, 2025, or October 31, 2027, if the two-year extension is granted. The original operator forfeited his lease and therefore Inkestter and Bayirli are considered as the parties fulfilling the original Sail Door County lease, which expires in 2025, as noted. The Term shall consist of calendar years, but the Lease for the boat(s) at the Marina is only for so much of each such calendar year that the Marina is open for boating, i.e., the boat(s) must be removed from the Marina for the winter off-season as established by the Marina Manager. Nothing in this Agreement should be construed to imply this Agreement will be renewed upon the end of the term. The Village reserves the right to not renew, renew, or modify the Agreement prior to offering a new Agreement.

4. Termination of Lease. Notwithstanding the terms set forth in this Agreement the Committee may terminate any Lease for cause, at any time without liability for the remainder of any term on not less than thirty (30) calendar days' notice to the Lessee.

5. Lessee Early Termination. If a new rate or time of payment is made by the Committee, the Lessee shall have until January 31 of the year immediately following the date the new rate has been established to notify the Village of the Lessee's election not to continue this Lease for the remainder of the term. The Lessee will be responsible for contacting the Village after the deadline to obtain notice of any changes. Failure of the Lessee to notify the Village in a manner such that the Village receives the notice by January 31 shall be the Lessee's agreement to continue this Lease and pay the new rate at such new time or times until the Lease is

1 terminated by the Village. In addition, the Lessee may request that the Committee consider
2 early termination at any time, which the Committee may grant or deny at its discretion.

3 6. Release, Indemnification and Required Insurance. The Lessee releases, waives and
4 discharges the Village from any and all liability by reason of this Lease, including any use or
5 occupancy of the Marina and services, and covenants never to bring any suit or action at law
6 or in equity against the Village related thereto. Lessee further agrees to indemnify the Village
7 from and against any claims, demands, or costs (including attorneys' fees), or Judgments
8 arising from his/her/their utilization of the Marina, whether incidents occur in the Marina or
9 elsewhere. Moreover, the Lessee shall have in place and furnish to the Village prior to placing
10 the boat(s) or any other property on or in the Marina, or any use or occupancy of the Marina
11 for any calendar year, proof of insurance for that year as required on the attached Sister Bay
12 Marina Contractor Insurance Requirements (the "Insurance") (as may be amended by the
13 Village or Committee from time to time by the deadline, with the Lessee having the same
14 rights and responsibilities with respect to early termination by January 31 as indicated above),
15 with respect to insurance.

16 7. Marina Procedures and Usage. Lessee agrees to comply with all Marina Procedure and
17 Usage Rules at all times except as modified by this Agreement. By signing this document the
18 Lessee signifies that he/she/they have received, agrees with, will obey, and understands the
19 Sister Bay Marina Procedure and Usage Rules (attached hereto and incorporated by
20 reference).

21 8. Annual Report. In addition to all other requirements, the Lessee shall prepare and
22 submit to the Village to be received no later than November 1 of each calendar year during
23 this Lease, a report on the Lessee's operations for that calendar year prior to November 1 of
24 that calendar year (the "Annual Report"). The Annual Report shall include, at a minimum,
25 economic impact, if known; demographic information that can be used for marketing
26 purposes; a detailed log of the number of boat trips and customer counts on those trips; and
27 any issues the Lessee may seek the Village to be aware of or have any desire for the Village
28 to address.

29 9. Effective Change of Ownership. The words "Effective Change of Ownership" shall mean
30 any cumulative change of fifty percent (50%) or more of the ownership of the Lessee, or any
31 change in the authority of any individual that signs the Lease on behalf of the Lessee. Within
32 ten (10) days after any effective change in ownership, the Lessee shall notify the Village in
33 writing with a notice specifying the changes in the Marina Commercial Vendor Lease
34 Attachment. The Committee may terminate the Lease at any time after an effective change of
35 ownership by giving not less than thirty (30) calendar days advance written notice of the
36 termination to the Lessee. This Lease is not assignable.

37 10. Breach or Default. In the event of any breach or default in making any monetary
38 payment to be made to the Village, including payments required under this Section for breach
39 or default, or any other payment such as the rate under the Lease, interest will be charged on
40 all accounts not paid when due at a rate of ten percent (10%) per month, or the maximum
41 rate allowed by law, whichever is greater. In the event the Lessee fails to pay all amounts
42 which become due under the Agreement and the Village refers such matter to an attorney or

collection agency, the Lessee agrees to pay, in addition to the amounts due, as well as any and all costs incurred by the Village as a result of such action, including attorney fees.

11. Guarantee. The Lessee, including any individual signing this Lease, notwithstanding signature in a capacity as an agent or other fiduciary, personally guarantees all obligations of the Lessee whether under this Lease or otherwise.

12. Boat and Slip Location. The Lessee shall only conduct his/her/their operations on the boat(s) located at the slips assigned by the Village. All related equipment necessary to provide the Lessee's services shall be stored in such locations as are approved by the Marina Manager. The only boat(s) authorized at the assigned dock are those boat(s) enumerated in the Marina Commercial Vendor Lessee Attachment; the Lessee shall not allow other boat(s) not covered by this Agreement to tie up to the dock or to boat(s) authorized to use the dock.

13. Dock Modification or Repair. No dock modifications may be made by the Lessee to any of the assigned slip(s) without prior approval of the Marina Manager. The Marina Manager will determine if the modification is appropriate, what materials may be used, and who is to perform the modification. The Marina is responsible for general maintenance of slips. Any repairs required beyond normal wear and tear to the assigned slip(s) will be at the expense of the Lessee. (The Marina Manager reserves the right to determine what is beyond normal wear and tear.)

14. Commercial Concession Building Usage. The Lessee is hereby granted permission to operate a concession office inside the Village owned concession building. The Lessee shall share the concession office space with the other Lessees granted leases by the Village. No modifications shall be made to the interior or exterior of the building without the Village's written permission. All existing Lessee signage on the building shall be reviewed for approval. No signage on the building or Village property is allowed without first obtaining a Village Sign Permit(s); the Lessee is obligated to comply with all Zoning Code requirements applicable to the sign. Any cost for telephone service shall be paid by the Lessee. If at any time air conditioning or electric heat is added to the building the different Lessee's operating from the building shall become responsible for the electric bill.

15. Vehicle Parking. The Lessee agrees that he/she/they and their employees, shall not park any personal vehicle(s), commercial vehicle(s) or truck(s) used in the course of their business on either side of N. Bay Shore Drive between Scandia Drive and Mill Road at any time, nor in any public parking lot assigned to the Post Office or Waterfront Park.

16. Trash and Recycling. The Lessee agrees to maintain the area around the assigned slip(s), grounds and concession building in a clean and neat manner at all times. The Lessee agrees to collect and deposit all trash and waste in the dumpster next to the Marina Building. The Lessee agrees to recycle to the extent possible and to deposit all recyclables in the appropriate dumpster next to the Marina Building. Lessee understands it is not the responsibility of Marina Staff to dispose of bags of trash or recyclables generated by the Lessee or his/her/their guests. The Lessee also agrees to conduct his/her/their business consistent with the Wisconsin Department of Natural Resources "Clean Marina" guidelines.

17. Customer Information. The Lessee agrees to provide the Village with copies of all sales, promotion, and/or instructional materials associated with the operation of his/her/their

1 business that are provided to individuals renting or purchasing services from the Lessee. Said
2 informational material shall make it clear that tickets and information is not available at the
3 Marina Building, and, all inquiries are to be made at the Commercial Concession Building.

4 18. Restrooms. All promotional materials, information shared by Lessee employees, and
5 any signage shall indicate Lessee's guests are to use the restrooms on the Lessee's boat(s) or
6 at the Village Hall, and not utilize the restrooms at the Marina Building.

7 19. Licenses and Permits. The Lessee agrees that each employee operating a boat(s) shall
8 be properly licensed or certified by the United States Coast Guard. Copies of those licenses
9 and or permits shall be available for inspection at the Commercial Concession Building. The
10 Lessee agrees that each boat(s) as listed shall be properly licensed and certified as required
11 by the United States Coast Guard. Copies of those licenses or certifications shall be available
12 for inspection at the Commercial Concession Building.

13 20. Scope of Business Activities. While operating in the concession stand or within the
14 Marina the Lessee shall not engage in any business or reservation activities for boat(s) located
15 at or operating out of any other marinas or locations. Reservations, rentals, charters, sales or
16 other business related activities shall be for the boat(s) covered by this agreement.

17 21. Nuisances/Noise. Crowd noise and other disturbances shall be managed so the operation
18 is in compliance with the Municipal Code, Chapter 30, *Nuisances*. Violations of the Village's
19 nuisance regulations shall be deemed a breach of this contract.

20 22. No boat or portion thereof shall hang over the edge of the dock. If there is any confusion
21 over this *Recital*, please see the Marina Manager for clarification.

22
23 *[Signature page to follow.]*
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IN WITNESS WHEREOF, the undersigned has executed this Lease on the dates set forth opposite his/her/their signature(s).

LESSEE: Sail Door County (Individually and on behalf of Commercial Vendor)

Date signed: 11/7/2024

Date signed: 11/7/2024

(Signature)



Marley Inksetter

(Signature)



Merih Bayirli

Print Name, Title Marley Inksetter, owner

Print Name, Title Merih Bayirli, Owner

VILLAGE: (Approved on Behalf of the Village of Sister Bay)

Date signed: _____

(Signature) _____

Nate Bell
Village President

(Signature) _____

Dave Lienau
Marina Manager

Assigned Slip Number(s): D101, D111

VILLAGE OF SISTER BAY
MARINA COMMERCIAL VENDOR LESSEE ATTACHMENT

COMMERCIAL VENDOR: Marley Inksetter and Merih Bayirli

Business Name: Sail Door County

Website: saildoorcounty.com

Address: 10487 E Stony Ridge Cir., Unit 17, Sister Bay, WI 54234

Business Ph. (920) 495-7245/Cell Phone (920) 363-2636 (Marley) & (920) 510 – 2686 (Merih)

Email: inksetter.marley@gmail.com; merihbayirli@gmail.com; info@saildoorcounty.com

Authorized Commercial Vendor Contact Person (if different from above): _____

Address (if different from Commercial Vendor): _____

Telephone Number(s): _____

Email: _____

DESCRIPTION OF APPROVED COMMERCIAL VENDOR SERVICES:

Inksetter is authorized to operate *Sail Door County* which involves three boats. One (1) boat is known as the 'Edith M. Becker' which has a maximum capacity of 23 passengers and there is to be no more than four (4) trips daily. Inksetter is also authorized to operate 'Passage North', which has a maximum capacity of six (6) passengers and makes no more than five (5) trips daily. The third boat is a 40' classic sailing yawl with a maximum capacity of six (6) passengers, and is limited to no more than four (4) trips per day.

BOAT: (attach sheet(s) if necessary):

Name/Description: *Edith M. Becker*, a 1984 67' long Class B Registered Tall Ship; *Passage North* a 1966 40' long racing sloop; and, a 40' long classic sailing yawl

Identification Number: Edith M. Becker #: _____ ; Passage North #: _____ ;
40' Sailing Yawl #: _____

Boat Ownership (Include name(s), address(es), or other indication of ownership):

SISTER BAY MARINA COMMERCIAL VENDOR
INSURANCE REQUIREMENTS

Unless otherwise specified in this Agreement, the Commercial Vendor "Vendor" shall maintain in effect at all times during the performance of the services as described in the Commercial Vendor Agreement, insurance coverage with limits not less than those set forth below with insurers and under forms of policies set forth below.

A. **Worker's Compensation, Jones Act, and Employers Liability Insurance** – Not Required

B. **Boat Liability Insurance** – Proof of insurance is required prior to May 1 of each year.

C. **Automobile Liability Insurance** - The Vendor shall provide evidence that their vehicles meet the minimum required automobile liability insurance for the State of Wisconsin. No automobile insurance liability coverage is required if the Vendor's vehicles and service trucks never drive on Marina or Waterfront Park property, which would include parking lots, sidewalks and docks. Proof of insurance required prior to May 1 of each year.

D. **Commercial General Liability Insurance** - The Vendor shall maintain limits no less than Two Million dollars (\$2,000,000) per occurrence for their premise and their operations at the Village Marina. The Village shall be named as an insured on the Lessee's Certificate of Liability Insurance.

The Vendor shall have and maintain insurance coverage as specified above which shall be in full force and effect during such time as their boat(s) are located in the Sister Bay Marina or they are operating out of the Concession Building.

The Vendor shall provide the Village with a certificate of insurance with the Village of Sister Bay named as an additional insured under such insurance contract.



SISTER BAY MARINA PROCEDURES AND USAGE RULES

In an effort to provide an inviting atmosphere for all boat owners docking at the Sister Bay Marina, the following rules and regulations are provided for your protection. Your cooperation is greatly appreciated.

DOCKAGE/SLIP FEES: Dockage fees are payable in full prior to occupancy in accordance with the payment schedule set forth by the Marina. The Marina reserves the right to haul and store at the Owner's expense any Vessel which occupies a slip prior to the full payment of dockage charges. The Village reserves the right to assign boat slips and dock ties. Vessels assigned a slip will appropriately fit the slip assigned inclusive of all attachments fore and aft. Vessels over or under may be considered non-compliant and may result in a slip move, additional fees, at the discretion of the marina manager.

ADEQUACY OF WATER LEVELS: The Owner acknowledges that the Marina makes no representations regarding the adequacy of water for ingress/egress. The Owner agrees not to hold the Marina responsible for any damage resulting from low water levels.

SPACE AVAILABILITY: The Marina reserves the right to temporarily or permanently move a Vessel to a comparable dockage space other than that space initially assigned to the Vessel without notice to the Owner for reasons of safety or security of the Marina property or the Vessel and surrounding vessels or for any other reason which the Marina, in its sole opinion, determines reasonable justification to move the Vessel.

TRANSIENT USE: The Owner agrees to notify the Marina if it intends to vacate the Slip overnight or for longer during the duration of their reservation. The Marina shall then have the right to place another vessel or vessels in the Slip for the period of time the Owner's Vessel is away without allowance of any kind to the Owner. Should the Vessel return early, the Marina will make every attempt to place the Owner's Vessel in a suitable place until the Slip becomes available. All lessees will be responsible for the safe and proper mooring of their boats. Boats breaking their moorings may be removed at the expense of the owner. Please check your line inventory, etc. before docking. The break wall and all floating and fixed piers are considered public walkways and should remain free of gear, chairs, tables, bicycles, inflatables and similar items for patron safety and access. Likewise, shore power cords and water hoses should not create a trip hazard. No attachments can be made to the break wall, floating and fixed piers without the approval of the marina manager.

SEVERE WEATHER: Because no marine facility can guarantee safety in severe weather conditions, the Owner agrees to hold the Marina harmless for any damage to the Vessel resulting from severe weather or Acts of God. Upon notice from the Marina, the Owner must remove the Vessel from the Marina in a timely manner or instruct the Marina to haul it at the Owner's expense if the Marina is able to do so. Should the Owner be unwilling or unable to remove the Vessel from the Marina, the Owner will be held responsible for all damage to and caused by the Vessel. Because the Marina has limited ability to safeguard its property and that of its customers under such conditions, the Owner

1 agrees not to hold the Marina liable for any storm related damage to a Vessel on the Marina
2 property.

3
4 SPEED LIMIT: The speed limit in the harbor, when approaching or leaving will be DEAD SLOW.
5

6 FUELING: For safety and pollution prevention reasons - Fueling is strictly prohibited! Owners, their
7 representatives and/or guests may not fill fuel tanks from portable containers at any time while on
8 Marina property.
9

10 CHILDREN: Young children shall be accompanied by an adult at all times and the Marina
11 recommends that all non-swimmers wear lifejackets near the water.
12

13 PETS: Pets must be kept on a short lead at all times. Owners must clean up after their pets. Any pets
14 found to be a nuisance to other Marina customers may be required to leave the property at the
15 Marina Manager's discretion.
16

17 QUIET ENJOYMENT: Owner shall not make or allow any disturbing noises in the Marina. No
18 generators, stereos, radios, televisions or parties are permitted outside the confines of interior cabin
19 during quiet hours between 10:00 PM to 7:00 AM. Unbecoming or disorderly conduct, including
20 public intoxication, abusive language, or physical threats or altercations directed at any other
21 person will not be tolerated and are cause for immediate expulsion from the Marina.
22

23 VEHICLE PARKING: Vehicles found to be improperly parked may be towed at the vehicle Owner's
24 expense. Vehicles parked longer than the limits noted on parking signs, including the temporary
25 loading spaces on Bay Shore Drive, must be parked in the Village lots and not in the dock parking
26 area. Please observe this rule at all times as improperly parked vehicles may be removed at the
27 owner's expense or may be ticketed.
28

29 GARBAGE & RECYLING: Garbage dumpsters are located on the west side of the Marina Office.
30 Please do not leave garbage on the docks or in the small cans on the Marina grounds. The
31 dumpsters may only be used for disposal of refuse generated at the Marina. Recycling is encouraged
32 throughout the entire Village. Recycling containers will be provided for you. We ask that you help
33 to protect the environment by recycling whenever possible.
34

35 OVERBOARD DISCHARGE/HAZARDOUS MATERIALS: The Vessel must be equipped with a
36 sewage holding tank for all toilets, which tank shall not allow toilet wastes to be discharged into the
37 water of the Marina. Marina shall be entitled to require that Owner insert a dye tablet in the Vessel's
38 holding tank. Owner shall not store, release or permit to be released, by action or inaction, any
39 hazardous waste or environmentally objectionable substances, including oil, gasoline or untreated
40 sewage ("Hazardous Substances") into the water or lands of the Marina. Owner hereby indemnifies,
41 defends and saves Marina harmless from all liabilities, claims, losses, expenses and obligations
42 arising from the use, storage or placement of any Hazardous Substances upon the Slip or the Marina
43 (if brought, placed thereon, or released by Owner, its agents, employees, contractors, or invitees),
44 which obligations shall survive the expiration or termination of this Agreement. Owner shall be
45 responsible for immediately reporting and cleaning up any such release. Owner shall immediately
46 report any release to the appropriate government authorities and to the Marina manager and shall
47 keep Marina informed on a daily basis of Owner's actions with respect to any clean up. If Marina is
48 not satisfied, at Marina's sole discretion, with Owner's actions in reporting and cleaning up a

1 release, Marina may take any action it deems appropriate regarding the release, at Owner's
2 expense.

3
4 **USE OF ELECTRICITY:** Outlets are provided throughout the Marina for customer use. In some cases,
5 use of electricity will be subject to charge by the Marina. Burned out or otherwise damaged
6 receptacles will be repaired by the Marina staff and charged to the Owner. Voltage regulation and
7 surge protection shall be the sole responsibility of the Owner. All shore power, adapters and
8 electrical plugs must be equipped with acceptable ground weather proofing in accordance with
9 Article 555 of the National Code. In 220 volt, 50 amp systems, the neutral leg does not constitute a
10 ground leg.

11
12 **END OF SEASON:** Transient slips must be vacated by October 16th, unless otherwise prearranged.
13 All boats must be removed from the Marina by October 24th, or they may be forcibly removed at
14 the owner's expense. (Enforcement of this rule allows for timely and orderly winterization of the
15 Marina.) Your boat must be removed from the Marina by October 24th, or you will be charged the
16 out of season dockage fee of \$2.00 per foot of boat per day.

17
18 **OTHER GENERAL RULES:** The Owner agrees to be bound by the following additional rules while
19 occupying the Slip at the Marina. Swimming is not allowed from the Marina docks. There shall be
20 no fish or dinghy cleaning on the docks of the Marina. Open flames are only allowed in designated
21 grilling areas. Absolutely no open flames are allowed water-ward of the shoreline. No carpeting or
22 other accessories may be attached to the docks of the Marina in any way without the prior approval
23 of Marina management. The number of people staying overnight on a Vessel at the Marina shall be
24 no greater than the number of permanent berths on the Vessel. **BOTTOM CLEANING:** In
25 compliance with State environmental regulations, in-water bottom cleaning is not permitted at the
26 Marina. **DINGHIES:** Tenders are not to be tied up alongside Vessels while in the Slip. Dinghies left
27 in unoccupied slips for which the Owner does not hold a rental contract will be hauled at the
28 Owner's expense and liability.

29
30 **RECREATION AREAS:** All people using the recreation areas must comply with posted rules at all
31 times. Skateboarding and/or rollerblading will not be allowed on the docks or Marina grounds.

32
33 **CONDUCT:** All persons using the Sister Bay Marina must conduct themselves with discretion and
34 be considerate of their neighbors. **NO EXCESSIVE DISTURBANCES OF ANY SORT WILL BE**
35 **ALLOWED BETWEEN 10:00 P.M. AND 7:00 A.M.** Any individual(s) behaving in a disruptive
36 fashion at the Marina, or who is/are abusive to Marina employees, other boaters or citizens will
37 initially be warned by the Marina Manager or staff that such activity is not permissible. If he/she/they
38 fail to heed the warning, or if he/she/they have exhibited similar behavior in the past, the Manager
39 does have the authority to permanently ban the individual(s) from the Marina. Any fees or lease
40 amount paid to the Marina shall be forfeited at that time. All visitors, lessees and users of the
41 Marina, Marina Park, other Village parks and property are required to comply with Chapter 38 of
42 the Village code. Chapter 38 includes regulations related to: boating, park rules, dogs, alcoholic
43 beverages, vehicles, littering, curfew, launching fees, fires, hunting and trapping. The complete
44 regulations are available online at www.sisterbaymarina.com.

AGENDA ITEM 6g

Monthly Financial Report and
Appropriations



Village of Sister Bay Board Report

Meeting Date: January 21, 2025

Staff members have carefully reviewed the following bills and are recommending that they all be approved.

Bills By Type		Amount	Total
Village bills prepaid		\$ 1,430,353.06	
Bank fees & bills paid electronically		360.41	
<i>Village Total</i>			\$ 1,430,713.47
Special Revenue Funds bills		\$ 1,177.66	
Special Revenue Sales Tax		-	
Bank fees & bills paid electronically		-	
<i>Minor Funds Total</i>			\$ 1,177.66
Debt Service	Village	\$ -	
	Special Revenue	-	
	Marina	-	
	Utilities	-	
<i>Debt Service Total</i>			\$ -
CIP/TIF bills prepaid		\$ 479,879.86	
CIP/TIF Bank fees paid electronically		-	
<i>CIP/TIF total</i>			\$ 479,879.86
Water fund bills prepaid		\$ 9,349.30	
Wastewater fund bills prepaid		70,587.09	
Collection fund bills prepaid		6,073.00	
Bank fees & bills paid electronically		-	
<i>Utility total</i>			\$ 86,009.39
Marina bills prepaid		\$ 8,415.02	
Marina sales tax		4.15	
Marina credit card fees & bills paid by EFT		150.74	
<i>Marina Total</i>			\$ 8,569.91
Net payroll: 12/27 & 1/10 and Board Payroll 12/31		\$ 75,571.34	
State taxes paid online in December		5,056.79	
Retirement paid online in December		13,529.96	
<i>Payroll/taxes total</i>			\$ 94,158.09
TOTAL ALL BILLS			\$ 2,100,508.38

Respectfully submitted,

Volodymyr Gannik

Volodymyr Gannik
Finance Director/Village Treasurer

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 12/14/2024-01/17/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10001									
10001	A-1 ELEVATOR SALES & SE	23248	SEMI-ANNUAL SERVICE	01/03/2025	175.50	175.50	01/08/2025		100
10005									
10005	ACTION ELECTRIC INC	1523	ELECTRICAL - WF PARK	12/01/2024	6,225.00	6,225.00	12/19/2024		100
10005	ACTION ELECTRIC INC	1524	GATEWAY PARK ELECTRICAL	12/01/2024	1,200.00	1,200.00	12/19/2024		100
10007									
10007	ACTION APPRAISERS INC	3560	2025 MAINTENANCE WORK - O	01/02/2025	2,375.00	2,375.00	01/08/2025		100
10110									
10110	AFLAC	692375	EMPLOYEE-FUNDED PREMIUM	01/09/2025	136.26	136.26	01/14/2025		100
12221									
12221	BAY-LAKE REGIONAL PLAN	7367	COMP PLAN UPDATE - FINAL	12/31/2024	1,807.01	1,807.01	12/19/2024		100
12221	BAY-LAKE REGIONAL PLAN	7378	2025 Membership Levy	01/01/2025	4,386.00	4,386.00	01/03/2025		100
12242									
12242	GA COMPUTER SERVICES	INV-6478	SERVER BACKUP MONTHLY	12/13/2024	82.63	82.63	12/19/2024		100
12242	GA COMPUTER SERVICES	INV-6478	COMPUTER MONITORING/SER	12/13/2024	360.00	360.00	12/19/2024		100
12242	GA COMPUTER SERVICES	INV-6478	PARKS BLDG INTERNET	12/13/2024	20.45	20.45	12/19/2024		100
12242	GA COMPUTER SERVICES	INV-6478	VH INTERNET W/IFI	12/13/2024	13.64	13.64	12/19/2024		100
12242	GA COMPUTER SERVICES	INV-6478	MARINA INTERNET/WIFI	12/13/2024	40.91	40.91	12/19/2024		690
12242	GA COMPUTER SERVICES	INV-6485	CASELLE UPDATES	12/19/2024	90.00	90.00	01/14/2025		100
12242	GA COMPUTER SERVICES	INV-6502	KROLL VPN - W	12/29/2024	36.00	36.00	01/03/2025		610
12242	GA COMPUTER SERVICES	INV-6502	KROLL VPN - WW	12/29/2024	72.00	72.00	01/03/2025		620
12242	GA COMPUTER SERVICES	INV-6502	KROLL VPN - C	12/29/2024	12.00	12.00	01/03/2025		630
12242	GA COMPUTER SERVICES	INV-6510	GANNIK VPN	01/04/2025	120.00	120.00	01/08/2025		100
12242	GA COMPUTER SERVICES	INV-6526	SERVER BACKUP MONTHLY	01/13/2025	82.63	82.63	01/14/2025		100
12242	GA COMPUTER SERVICES	INV-6526	COMPUTER MONITORING/SER	01/13/2025	360.00	360.00	01/14/2025		100
12242	GA COMPUTER SERVICES	INV-6526	PARKS BLDG INTERNET	01/13/2025	20.45	20.45	01/14/2025		100
12242	GA COMPUTER SERVICES	INV-6526	VH INTERNET W/IFI	01/13/2025	13.64	13.64	01/14/2025		100
12242	GA COMPUTER SERVICES	INV-6526	MARINA INTERNET/WIFI	01/13/2025	40.91	40.91	01/14/2025		690
13260									
13260	BHIRDO'S BY THE BAY	19672	VEHICLE FUEL ALLOCATION-W	10/01/2024	171.45	171.45	12/19/2024		610
13260	BHIRDO'S BY THE BAY	19672	VEHICLE FUEL ALLOCATION-W	10/01/2024	342.90	342.90	12/19/2024		620
13260	BHIRDO'S BY THE BAY	19672	VEHICLE FUEL ALLOCATION-C	10/01/2024	57.15	57.15	12/19/2024		630
13260	BHIRDO'S BY THE BAY	19692	VILLAGE GAS	11/30/2024	434.64	434.64	12/19/2024		100
13260	BHIRDO'S BY THE BAY	19692	SHUTTLE BUS GAS	11/30/2024	153.63	153.63	12/19/2024		100
13260	BHIRDO'S BY THE BAY	19709	VEHICLE FUEL ALLOCATION-W	12/31/2024	60.40	60.40	01/08/2025		610
13260	BHIRDO'S BY THE BAY	19709	VEHICLE FUEL ALLOCATION-W	12/31/2024	120.81	120.81	01/08/2025		620
13260	BHIRDO'S BY THE BAY	19709	VEHICLE FUEL ALLOCATION-C	12/31/2024	20.13	20.13	01/08/2025		630
13260	BHIRDO'S BY THE BAY	19711	VILLAGE GAS	12/31/2024	365.13	365.13	01/08/2025		100
13260	BHIRDO'S BY THE BAY	19711	SHUTTLE BUS GAS	12/31/2024	270.00	270.00	01/08/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	December 202	WMCA RENEWAL - SUPPANZ	12/19/2024	65.00	65.00	01/03/2025		100
14309	ELAN FINANCIAL SERVICES	December 202	MONTHLY IT SUBSCRIPTIONS	12/19/2024	58.46	58.46	01/03/2025		100
14309	ELAN FINANCIAL SERVICES	December 202	STAFF RECOGNITION	12/19/2024	10.53	10.53	01/03/2025		100
14309	ELAN FINANCIAL SERVICES	December 202	BADGER BOOK TRAINING	12/19/2024	97.04	97.04	01/03/2025		100
14309	ELAN FINANCIAL SERVICES	December 202	ASST'D TOOLS - DPW	12/19/2024	1,729.00	1,729.00	01/03/2025		100
14309	ELAN FINANCIAL SERVICES	December 202	SNOW PUSHER - SKIDSTEER	12/19/2024	975.17	975.17	01/03/2025		100
14309	ELAN FINANCIAL SERVICES	December 202	SEASONAL DECORATIONS	12/19/2024	181.97	181.97	01/03/2025		100
14309	ELAN FINANCIAL SERVICES	December 202	POSTAGE	12/19/2024	38.01	38.01	01/03/2025		620
14309	ELAN FINANCIAL SERVICES	December 202	MARINA CONF LODGING	12/19/2024	701.44	701.44	01/03/2025		690
14310									
14310	CAPTAIN COMMODOES INC	64718	COMMODE RENTAL - DOG PAR	12/28/2024	110.00	110.00	01/08/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
17506									
17506	CELLCOM	114695	CELLPHONE- ADMIN	12/05/2024	67.31	67.31	12/19/2024		100
17506	CELLCOM	114695	CELLPHONES- PARKS	12/05/2024	64.32	64.32	12/19/2024		100
17506	CELLCOM	114695	CELLPHONES- W	12/05/2024	63.05	63.05	12/19/2024		610
17506	CELLCOM	114695	CELLPHONES- WW	12/05/2024	126.09	126.09	12/19/2024		620
17506	CELLCOM	114695	CELLPHONES- C	12/05/2024	21.02	21.02	12/19/2024		630
17506	CELLCOM	231279	IPAD FOR BOARD	01/05/2025	5.77	5.77	01/08/2025		100
17506	CELLCOM	231279	CELLPHONES- PARKS	01/05/2025	450.93	450.93	01/08/2025		100
17506	CELLCOM	231279	UTILITIES PHONE - W	01/05/2025	52.76-	52.76-	01/08/2025		610
17506	CELLCOM	231279	UTILITIES PHONE - WW	01/05/2025	97.28-	97.28-	01/08/2025		620
17506	CELLCOM	231279	UTILITIES PHONE- C	01/05/2025	14.85-	14.85-	01/08/2025		630
17506	CELLCOM	231279	CELLPHONE - MARINA	01/05/2025	77.99	77.99	01/08/2025		690
17506	CELLCOM	232266	CELLPHONE- ADMIN	01/05/2025	3.95	3.95	01/08/2025		100
17506	CELLCOM	232266	CELLPHONES- PARKS	01/05/2025	256.23	256.23	01/08/2025		100
17506	CELLCOM	232266	CELLPHONES- W	01/05/2025	174.31	174.31	01/08/2025		610
17506	CELLCOM	232266	CELLPHONES- WW	01/05/2025	321.39	321.39	01/08/2025		620
17506	CELLCOM	232266	CELLPHONES- C	01/05/2025	49.03	49.03	01/08/2025		630
17526									
17526	CUMMINS SALES AND SER	F4-241275583	GENERATOR MAINTENANCE -	12/27/2024	1,667.75	1,667.75	01/08/2025		610
20007									
20007	DELTA DENTAL OF WIS	2270277	DENTAL INSURANCE - JANUAR	12/17/2024	645.80	645.80	12/19/2024		100
20007	DELTA DENTAL OF WIS	2273409	VISION INSURANCE - JANUARY	12/17/2024	187.26	187.26	12/19/2024		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH & DENTAL INSURANCE	12/23/2024	23,134.86	23,134.86	12/24/2024		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYER AMT	01/06/2025	15,491.61	15,491.61	01/08/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYEE AMT	01/06/2025	2,733.82	2,733.82	01/08/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYER AMT	01/06/2025	625.77	625.77	01/08/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYEE AMT	01/06/2025	110.42	110.42	01/08/2025		100
20450									
20450	DOOR COUNTY TREASURE	2024-1200007	TAX COLLECTION SERVICES	12/10/2024	2,554.92	2,554.92	12/19/2024		100
20450	DOOR COUNTY TREASURE	Jan Settlement	JANUARY SETTLEMENT	01/07/2025	484,959.54	484,959.54	01/08/2025		100
20451									
20451	DOOR COUNTY HIGHWAY D	2024-3300048	STREET SWEEPING	12/20/2024	547.81	547.81	12/27/2024		100
20451	DOOR COUNTY HIGHWAY D	2024-3300048	SNOW REMOVAL	12/20/2024	1,052.25	1,052.25	12/27/2024		100
20455									
20455	DOOR COUNTY SHERIFF	2024-2800009	NEW YEARS EVE PATROL	12/31/2024	178.25	178.25	01/08/2025		100
20465									
20465	DOOR COUNTY COASTAL B	Annual Support	ANNUAL SUPPORT	01/13/2025	500.00	500.00	01/14/2025		100
20505									
20505	EMPLOYEE BENEFITS COR	4714787	BESTFLEXPLAN	12/15/2024	50.00	50.00	12/27/2024		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	2,616.70	2,616.70	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	2,616.70	2,616.70	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	611.98	611.98	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	611.98	611.98	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	41.63	41.63	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	41.63	41.63	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	9.74	9.74	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	9.74	9.74	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	3,972.82	3,972.82	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0104250	PRINT PAPER CHECK TO UPDA	01/09/2025	1.37	1.37	01/09/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1215240	PRINT PAPER CHECK TO UPDA	12/18/2024	125.11	125.11	12/19/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1215240	PRINT PAPER CHECK TO UPDA	12/18/2024	125.11	125.11	12/19/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1215240	PRINT PAPER CHECK TO UPDA	12/18/2024	29.26	29.26	12/19/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1215240	PRINT PAPER CHECK TO UPDA	12/18/2024	29.26	29.26	12/19/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1215240	PRINT PAPER CHECK TO UPDA	12/18/2024	75.57	75.57	12/19/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1221240	PRINT PAPER CHECK TO UPDA	12/26/2024	4,238.54	4,238.54	12/27/2024		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
20512	EFTPS - ONLINE 941 PAYME	PR1221240	PRINT PAPER CHECK TO UPDA	12/26/2024	4,183.84	4,183.84	12/27/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1221240	PRINT PAPER CHECK TO UPDA	12/26/2024	991.26	991.26	12/27/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1221240	PRINT PAPER CHECK TO UPDA	12/26/2024	978.47	978.47	12/27/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1221240	PRINT PAPER CHECK TO UPDA	12/26/2024	7,020.47	7,020.47	12/27/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1228240	PRINT PAPER CHECK TO UPDA	12/30/2024	849.40	849.40	01/03/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1228240	PRINT PAPER CHECK TO UPDA	12/30/2024	849.40	849.40	01/03/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1228240	PRINT PAPER CHECK TO UPDA	12/30/2024	198.67	198.67	01/03/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1228240	PRINT PAPER CHECK TO UPDA	12/30/2024	198.67	198.67	01/03/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR1228240	PRINT PAPER CHECK TO UPDA	12/30/2024	256.80	256.80	01/03/2025		100
20514									
20514	ERC INC	ERC-0125-131	EAP Benefits - Admin	01/02/2025	22.97	22.97	01/03/2025		100
20514	ERC INC	ERC-0125-131	EAP BENEFITS - CLERK	01/02/2025	11.48	11.48	01/03/2025		100
20514	ERC INC	ERC-0125-131	EAP BENEFITS - FINANCE	01/02/2025	11.48	11.48	01/03/2025		100
20514	ERC INC	ERC-0125-131	EAP BENEFITS - PARKS & STRE	01/02/2025	57.42	57.42	01/03/2025		100
20514	ERC INC	ERC-0125-131	EAP BENEFITS - WATER	01/02/2025	20.68	20.68	01/03/2025		610
20514	ERC INC	ERC-0125-131	EAP Benefits - Wastewater	01/02/2025	41.35	41.35	01/03/2025		620
20514	ERC INC	ERC-0125-131	EAP Benefits - Collection	01/02/2025	6.89	6.89	01/03/2025		630
20514	ERC INC	ERC-0125-131	EAP Benefits - Marina	01/02/2025	11.48	11.48	01/03/2025		690
30701									
30701	FRONTIER	090205-5-Jan	ROLL-OVER LINE	12/25/2024	7.00	7.00	01/08/2025		100
30701	FRONTIER	Jan259201590	PLANT PHONE -W	12/25/2024	108.75	108.75	01/08/2025		610
30701	FRONTIER	Jan259201590	PLANT PHONE -WW	12/25/2024	108.75	108.75	01/08/2025		620
30725									
30725	GIBRALTAR AREA SCHOOL	Jan Settlement	TAX SETTLEMENT - JANUARY 2	01/07/2025	518,355.26	518,355.26	01/08/2025		100
30750									
30750	GOING CO INC	266273	MARINA RECYCLING	01/01/2025	148.05	148.05	01/08/2025		690
30750	GOING CO INC	266273	MARINA TRASH	01/01/2025	393.75	393.75	01/08/2025		690
30750	GOING CO INC	266283	PARKS MAINT TRASH	01/01/2025	111.29	111.29	01/08/2025		100
30750	GOING CO INC	266295	POST OFFICE TRASH	01/01/2025	64.12	64.12	01/08/2025		100
30750	GOING CO INC	266300	WWTP RUBBISH REMOVAL	01/01/2025	95.23	95.23	01/08/2025		620
30750	GOING CO INC	266401	RECYCLING - FIRE STATION	01/01/2025	55.68	55.68	01/08/2025		100
30750	GOING CO INC	266923	VILLAGE GARBAGE	01/01/2025	12,751.94	12,751.94	01/08/2025		100
30750	GOING CO INC	266923	VILLAGE RECYCLING	01/01/2025	2,639.30	2,639.30	01/08/2025		100
30751									
30751	GREAT-WEST TRUST COMP	PR0104250	Great West Deferred Comp. DEF	01/09/2025	147.50	147.50	01/09/2025		100
30751	GREAT-WEST TRUST COMP	PR0104250	Great West Deferred Comp. DEF	01/09/2025	62.50	62.50	01/09/2025		100
30751	GREAT-WEST TRUST COMP	PR1221240	Great West Deferred Comp. DEF	12/26/2024	147.50	147.50	12/27/2024		100
30751	GREAT-WEST TRUST COMP	PR1221240	Great West Deferred Comp. DEF	12/26/2024	62.50	62.50	12/27/2024		100
31809									
31809	HSABANK	JANUARY 202	EMPLOYEE CONTRIBUTION - J	12/30/2024	435.00	435.00	01/03/2025		100
31809	HSABANK	Sister Bay 202	EMPLOYER CONTRIBUTION - 1	12/30/2024	29,350.00	29,350.00	01/08/2025		100
31825									
31825	HOLIDAY WHOLESale	1898620	TKH CONCESSION SUPPLIES	12/03/2024	753.10	753.10	12/19/2024		205
31825	HOLIDAY WHOLESale	1903653	TKH CONCESSION SUPPLIES	12/10/2024	259.95	259.95	12/19/2024		205
31825	HOLIDAY WHOLESale	1904033	CREDIT MEMO INV 1898620	12/19/2024	254.95-	254.95-	12/19/2024		205
31825	HOLIDAY WHOLESale	1904292	TKH CONCESSION SUPPLIES	12/10/2024	24.80	24.80	12/19/2024		205
34850									
34850	HOCKERS EXCAVATING IN	4058	TOP SOIL	12/25/2024	220.00	220.00	01/03/2025		100
40963									
40963	INSPECTION SPECIALISTS	Dec 2024	BUILDING INSPECTION - DEC	12/31/2024	337.50	337.50	01/08/2025		100
41205									
41205	WISCONSIN BUILDING SUP	2926231	LUMBER AND REBAR	12/18/2024	1,307.04	1,307.04	01/08/2025		100
41205	WISCONSIN BUILDING SUP	2935280	LUMBER	12/27/2024	163.96	163.96	01/08/2025		100
41205	WISCONSIN BUILDING SUP	2939073	WATER SOFTNER SALT	12/31/2024	18.58	18.58	01/03/2025		620
41205	WISCONSIN BUILDING SUP	5064732	FINANCE CHARGES	12/31/2024	2.89	2.89	01/08/2025		100
41210									
41210	LEAGUE OF WI MUNICIPALI	Publications 24	LEAGUE PUBLICATIONS	12/30/2024	82.00	82.00	01/03/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
41210	LEAGUE OF WI MUNICIPAL	Publications 24	LEAGUE PUBLICATIONS - W	12/30/2024	10.50	10.50	01/03/2025		610
41210	LEAGUE OF WI MUNICIPAL	Publications 24	LEAGUE PUBLICATIONS - WW	12/30/2024	21.00	21.00	01/03/2025		620
41210	LEAGUE OF WI MUNICIPAL	Publications 24	LEAGUE PUBLICATIONS - C	12/30/2024	3.50	3.50	01/03/2025		630
41218									
41218	AIRGAS	9801086499	GAS	12/26/2024	212.72	212.72	01/03/2025		100
41316									
41316	MARCO INC	38155313	ZONING COPIES	12/23/2024	9.90	9.90	12/27/2024		100
41316	MARCO INC	38155313	STR COPIES	12/23/2024	2.74	2.74	12/27/2024		100
41316	MARCO INC	38155313	ELECTION COPIES	12/23/2024	15.68	15.68	12/27/2024		100
41316	MARCO INC	38155313	TAX BILL INSERTS	12/23/2024	26.95	26.95	12/27/2024		100
41316	MARCO INC	38155313	GENERAL COPIES	12/23/2024	225.14	225.14	12/27/2024		100
41316	MARCO INC	38155313	UTILITIES COPIES - W	12/23/2024	31.41	31.41	12/27/2024		610
41316	MARCO INC	38155313	LGUD #1 COPIES	12/23/2024	9.71	9.71	12/27/2024		610
41316	MARCO INC	38155313	UTILITIES COPIES - WW	12/23/2024	62.82	62.82	12/27/2024		620
41316	MARCO INC	38155313	LGUD #1 COPIES	12/23/2024	9.71	9.71	12/27/2024		620
41316	MARCO INC	38155313	UTILITIES COPIES - C	12/23/2024	10.47	10.47	12/27/2024		630
41316	MARCO INC	38155313	MARINA COPIES	12/23/2024	1.22	1.22	12/27/2024		690
41316	MARCO INC	544279573	UTILITIES COPIES - W	12/01/2024	66.35	66.35	12/19/2024		610
41316	MARCO INC	544279573	UTILITIES COPIES - WW	12/01/2024	132.69	132.69	12/19/2024		620
41316	MARCO INC	544279573	UTILITIES COPIES - C	12/01/2024	22.12	22.12	12/19/2024		630
41322									
41322	MC CLONE	13361	Work Comp Ins - Board	12/09/2024	16.75	16.75	01/03/2025		100
41322	MC CLONE	13361	Work Comp Ins - Admin	12/09/2024	67.79	67.79	01/03/2025		100
41322	MC CLONE	13361	Work Comp Ins - Clerk	12/09/2024	23.03	23.03	01/03/2025		100
41322	MC CLONE	13361	Work Comp Ins - Finance	12/09/2024	25.13	25.13	01/03/2025		100
41322	MC CLONE	13361	Gen Liab - Crime	12/09/2024	54.10	54.10	01/03/2025		100
41322	MC CLONE	13361	Gen Liab - General	12/09/2024	1,857.20	1,857.20	01/03/2025		100
41322	MC CLONE	13361	Work Comp Ins - DPW	12/09/2024	2,399.33	2,399.33	01/03/2025		100
41322	MC CLONE	13361	Auto - DPW	12/09/2024	643.00	643.00	01/03/2025		100
41322	MC CLONE	13361	AUTO - TRANSPORTATION	12/09/2024	363.00	363.00	01/03/2025		100
41322	MC CLONE	13361	Work Comp Ins - Transportation	12/09/2024	92.12	92.12	01/03/2025		100
41322	MC CLONE	13361	Work Comp Ins - Animal Control	12/09/2024	10.07	10.07	01/03/2025		100
41322	MC CLONE	13361	Work Comp Ins - Zoning	12/09/2024	5.85	5.85	01/03/2025		100
41322	MC CLONE	13361	Gen Liab - TKH	12/09/2024	105.20	105.20	01/03/2025		205
41322	MC CLONE	13361	Work Comp Ins - TKH	12/09/2024	139.58	139.58	01/03/2025		205
41322	MC CLONE	13361	Gen Liab - Water	12/09/2024	394.20	394.20	01/03/2025		610
41322	MC CLONE	13361	Auto - Water	12/09/2024	166.00	166.00	01/03/2025		610
41322	MC CLONE	13361	Work Comp Ins - Water	12/09/2024	523.16	523.16	01/03/2025		610
41322	MC CLONE	13361	Gen Liab - Wastewater	12/09/2024	902.75	902.75	01/03/2025		620
41322	MC CLONE	13361	Auto - Wastewater	12/09/2024	685.00	685.00	01/03/2025		620
41322	MC CLONE	13361	Work Comp Ins - Wastewater	12/09/2024	1,196.84	1,196.84	01/03/2025		620
41322	MC CLONE	13361	Gen Liab - Collection	12/09/2024	135.30	135.30	01/03/2025		630
41322	MC CLONE	13361	Auto - Collection	12/09/2024	107.00	107.00	01/03/2025		630
41322	MC CLONE	13361	Work Comp Ins - Collection	12/09/2024	179.49	179.49	01/03/2025		630
41322	MC CLONE	13361	Gen Liab - Marina	12/09/2024	1,080.25	1,080.25	01/03/2025		690
41322	MC CLONE	13361	Work Comp Ins - Marina	12/09/2024	1,416.86	1,416.86	01/03/2025		690
42107									
42107	LA VINE'S ICE LLC	39490	MARINA - ICE	07/01/2024	159.60	159.60	12/19/2024		690
42107	LA VINE'S ICE LLC	39490	MERCHANDISER RENTAL	07/01/2024	400.00	400.00	12/19/2024		690
51406									
51406	NWTC DISTRICT	Jan Settlement	TAX SETTLEMENT - JANUARY 2	01/07/2025	112,651.97	112,651.97	01/08/2025		100
61539									
61539	OFFICE DEPOT BUSINESS	401295902001	UTIL CUSTODIAL SUPPLIES - W	12/11/2024	20.51	20.51	12/19/2024		610
61539	OFFICE DEPOT BUSINESS	401295902001	UTIL CUSTODIAL SUPPLIES - W	12/11/2024	41.02	41.02	12/19/2024		620
61539	OFFICE DEPOT BUSINESS	401295902001	UTIL CUSTODIAL SUPPLIES - C	12/11/2024	6.85	6.85	12/19/2024		630
61539	OFFICE DEPOT BUSINESS	401843336001	ADMIN OFFICE SUPPLIES	12/17/2024	18.62	18.62	01/03/2025		100
61539	OFFICE DEPOT BUSINESS	401845010001	BADGER BOOKS FLASHDRIVE	12/16/2024	23.79	23.79	01/03/2025		100

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61539	OFFICE DEPOT BUSINESS	401845012001	BADGER BOOKS STYLUSES	12/17/2024	40.58	40.58	01/03/2025		100
61539	OFFICE DEPOT BUSINESS	401845014001	CUSTODIAL SUPPLIES	12/17/2024	11.98	11.98	01/03/2025		100
61539	OFFICE DEPOT BUSINESS	402342786001	EXPANDABLE FOLDERS	12/18/2024	80.90	80.90	01/03/2025		100
61539	OFFICE DEPOT BUSINESS	403056851001	UTIL OFFICE SUPPLIES	12/27/2024	34.94	34.94	01/14/2025		610
61539	OFFICE DEPOT BUSINESS	403056851001	UTIL OFFICE SUPPLIES	12/27/2024	69.88	69.88	01/14/2025		620
61539	OFFICE DEPOT BUSINESS	403056851001	UTIL OFFICE SUPPLIES	12/27/2024	11.66	11.66	01/14/2025		630
61539	OFFICE DEPOT BUSINESS	403111078001	ADMIN OFFICE SUPPLIES	12/28/2024	43.99	43.99	01/14/2025		100
61539	OFFICE DEPOT BUSINESS	403111811001	ADMIN OFFICE SUPPLIES	12/27/2024	13.45	13.45	01/14/2025		100
71891									
71891	SECURIAN FINANCIAL GRO	FEBRUARY 20	LIFE INSURANCE PREMIUMS	01/13/2025	445.05	445.05	01/14/2025		100
71907									
71907	CLIFTONLARSONALLEN LL	L241815645	SEWER RATE INCREASE	12/11/2024	2,925.00	2,925.00	12/19/2024		620
71907	CLIFTONLARSONALLEN LL	L241815645	SEWER RATE INCREASE	12/11/2024	750.00	750.00	12/19/2024		630
71911									
71911	SEPTIC MAINTENANCE LLC	23824	SLUDGE HAULED TO STURGE	10/24/2024	350.00	350.00	01/08/2025		620
71911	SEPTIC MAINTENANCE LLC	23825	SLUDGE HAULED TO STURGE	10/24/2024	350.00	350.00	01/08/2025		620
71911	SEPTIC MAINTENANCE LLC	23826	SLUDGE HAULED TO STURGE	10/24/2024	350.00	350.00	01/08/2025		620
71911	SEPTIC MAINTENANCE LLC	23827	SLUDGE HAULED TO STURGE	10/24/2024	350.00	350.00	01/08/2025		620
71911	SEPTIC MAINTENANCE LLC	24950	WATERS END LIFT STATION DI	12/04/2024	150.00	150.00	12/19/2024		630
71911	SEPTIC MAINTENANCE LLC	24952	SLUDGE HAULED TO STURGE	12/05/2024	350.00	350.00	12/19/2024		620
71911	SEPTIC MAINTENANCE LLC	24953	SLUDGE HAULED TO STURGE	12/05/2024	350.00	350.00	12/19/2024		620
71911	SEPTIC MAINTENANCE LLC	24972	SLUDGE HAULED TO STURGE	12/05/2024	350.00	350.00	12/19/2024		620
71911	SEPTIC MAINTENANCE LLC	24973	SLUDGE HAULED TO STURGE	12/06/2024	350.00	350.00	12/19/2024		620
71911	SEPTIC MAINTENANCE LLC	24985	SLUDGE HAULED TO STURGE	12/06/2024	350.00	350.00	12/19/2024		620
71911	SEPTIC MAINTENANCE LLC	24988	SLUDGE HAULED TO STURGE	12/06/2024	350.00	350.00	12/19/2024		620
71911	SEPTIC MAINTENANCE LLC	24997	SLUDGE HAULED TO STURGE	12/06/2024	350.00	350.00	12/19/2024		620
71921									
71921	SISTER BAY HISTORICAL S	Annual Support	ANNUAL VILLAGE SUPPORT	01/13/2025	15,000.00	15,000.00	01/14/2025		100
71926									
71926	SISTER BAY SEWER & WAT	63138	REIMBURSEMENT FOR DIGGE	12/31/2024	17.50	17.50	01/08/2025		100
71927									
71927	SISTER BAY/LIBERTY GRO	Support - 1st Q	1ST QUARTER SUPPORT	01/13/2025	42,758.00	42,758.00	01/14/2025		100
71930									
71930	SISTER BAY/LIBERTY GRO	Support - 1 Qtr	1ST QTR SUPPORT	01/13/2025	10,016.00	10,016.00	01/14/2025		100
71931									
71931	SISTER BAY PETRO	December 202	VILLAGE GAS	12/31/2024	649.45	649.45	01/08/2025		100
71931	SISTER BAY PETRO	December 202	UTILITY GAS - W	12/31/2024	21.10	21.10	01/08/2025		610
71931	SISTER BAY PETRO	December 202	UTILITY GAS - WW	12/31/2024	42.20	42.20	01/08/2025		620
71931	SISTER BAY PETRO	December 202	UTILITY GAS - C	12/31/2024	7.03	7.03	01/08/2025		630
71931	SISTER BAY PETRO	November 202	VILLAGE GAS	11/30/2024	128.84	128.84	12/19/2024		100
71931	SISTER BAY PETRO	November 202	UTILITY GAS - W	11/30/2024	55.34	55.34	12/19/2024		610
71931	SISTER BAY PETRO	November 202	UTILITY GAS - WW	11/30/2024	110.69	110.69	12/19/2024		620
71931	SISTER BAY PETRO	November 202	UTILITY GAS - C	11/30/2024	18.45	18.45	12/19/2024		630
71935									
71935	THE SPRINKLER CO INC	98420	PREPAID START-UP OF IRRIGA	12/17/2024	903.50	903.50	01/08/2025		100
71935	THE SPRINKLER CO INC	98420	PREPAID WINTERIZATION OF I	12/17/2024	812.50	812.50	01/08/2025		100
71935	THE SPRINKLER CO INC	98421	PREPAID START-UP OF IRRIGA	12/17/2024	1,170.00	1,170.00	01/08/2025		100
71935	THE SPRINKLER CO INC	98421	PREPAID WINTERIZATION OF I	12/17/2024	1,040.00	1,040.00	01/08/2025		100
71935	THE SPRINKLER CO INC	98422	PREPAID WINTERIZATION OF I	12/17/2024	361.79	361.79	01/08/2025		100
72010									
72010	HEIDI TEICH	December 202	ROD COPY CHARGES	12/24/2024	14.00	14.00	12/27/2024		100
72010	HEIDI TEICH	December 202	CLERK MILEAGE	12/24/2024	24.12	24.12	12/27/2024		100
72010	HEIDI TEICH	Jan 2025	OFFICE CHAIR	01/14/2025	26.50	26.50	01/14/2025		100
72010	HEIDI TEICH	Jan 2025	CLERK MILEAGE	01/14/2025	23.80	23.80	01/14/2025		100
72049									
72049	UNITED STATES TREASURY	VOSB -941 Un	SOCIAL SECURITY ADJUSTME	12/31/2024	54.70	54.70	01/03/2025		100
72049	UNITED STATES TREASURY	VOSB -941 Un	MEDICARE ADJUSTMENT	12/31/2024	12.79	12.79	01/03/2025		100

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72050									
72050	TOWN OF LIBERTY GROVE	1751	CULVERT EXCAVATING	12/26/2024	502.48	502.48	01/03/2025		100
72050	TOWN OF LIBERTY GROVE	1755	CEMETERY - 2024	01/03/2025	8,009.76	8,009.76	01/14/2025		100
73003									
73003	VERIZON BUSINESS	07859878	VILLAGE PHONE - LONG DISTA	12/10/2024	.28	.28	12/19/2024		100
73003	VERIZON BUSINESS	08288505	VILLAGE PHONE - LONG DISTA	01/10/2025	.29	.29	01/14/2025		100
73005									
73005	VINTON CONSTRUCTION	282-23-02 Dra	MILL ROAD UTILITY & STREET	12/31/2024	19,961.61	19,961.61	01/08/2025		410
82350									
82350	WI PUBLIC SERVICE	0402302054De	ELECTRICITY - INFO BOOTH	12/31/2024	93.87	93.87	01/08/2025		100
82350	WI PUBLIC SERVICE	0402302054De	ELECTRICITY - WATER	12/31/2024	1,736.78	1,736.78	01/08/2025		610
82350	WI PUBLIC SERVICE	0402302054De	ELECTRICITY - WASTEWATER	12/31/2024	4,759.09	4,759.09	01/08/2025		620
82350	WI PUBLIC SERVICE	0402302054De	ELECTRICITY - COLLECTION	12/31/2024	642.16	642.16	01/08/2025		630
82350	WI PUBLIC SERVICE	Dec240407165	WELL #3 - SISTER BAY	12/13/2024	490.33	490.33	12/27/2024		610
82350	WI PUBLIC SERVICE	Dec240407165	WELL #3 - LGUD	12/13/2024	163.44	163.44	12/27/2024		610
82350	WI PUBLIC SERVICE	Nov/Dec 2024	FUTURE FACILITIES SITE	12/27/2024	38.41	38.41	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	MAINTENANCE BLDG	12/27/2024	374.86	374.86	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	VILLAGE HALL	12/27/2024	369.60	369.60	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	FIRE STATION	12/27/2024	1,589.90	1,589.90	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	ADMIN BLDG	12/27/2024	1,008.10	1,008.10	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	STREET LIGHTS	12/27/2024	3,638.43	3,638.43	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	PARKS	12/27/2024	297.41	297.41	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	SPORTS COMPLEX	12/27/2024	1,085.29	1,085.29	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	BIKE TRAIL LIGHTS	12/27/2024	216.39	216.39	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	SWALE PUMP	12/27/2024	101.78	101.78	01/08/2025		100
82350	WI PUBLIC SERVICE	Nov/Dec 2024	BOATHOUSE	12/27/2024	135.38	135.38	01/08/2025		690
82350	WI PUBLIC SERVICE	Nov/Dec 2024	DOCKS	12/27/2024	1,668.38	1,668.38	01/08/2025		690
99999									
99999	ONE TIME VENDOR	Albrecht Refun	REFUND MARINA WL DEPOSIT	01/13/2025	200.00	200.00	01/14/2025		690
99999	ONE TIME VENDOR	Boren Refund -	REFUND MARINA WL DEPOSIT	01/09/2025	200.00	200.00	01/14/2025		690
99999	ONE TIME VENDOR	Pufunt Refund	REFUND MARINA WL DEPOSIT	01/09/2025	200.00	200.00	01/14/2025		690
99999	ONE TIME VENDOR	Sheppard Refu	REFUND MARINA WL DEPOSIT	01/09/2025	200.00	200.00	01/14/2025		690
100091									
10009	BADGER METER INC	80182721	ORION CELLULAR UNITS-W	12/28/2024	12.42	12.42	01/03/2025		610
10009	BADGER METER INC	80182721	ORION CELLULAR UNITS-LGUD	12/28/2024	1.80	1.80	01/03/2025		610
10009	BADGER METER INC	80182721	ORION CELLULAR UNITS-WW	12/28/2024	24.84	24.84	01/03/2025		620
10009	BADGER METER INC	80182721	ORION CELLULAR UNITS-C	12/28/2024	4.14	4.14	01/03/2025		630
100241									
10024	CRANE ENGINEERING INC	462613-01	WELL #2 CHECK VALVE RETUR	09/03/2024	502.06-	502.06-	01/08/2025		610
10024	CRANE ENGINEERING INC	474718-00	SLUDGE PUMP REPLACEMENT	12/31/2024	30,505.00	30,505.00	01/14/2025		620
10024	CRANE ENGINEERING INC	475548-00	MAIN LIFT PUMP IMPELLER	12/09/2024	1,713.84	1,713.84	01/08/2025		620
10024	CRANE ENGINEERING INC	475548-00	MAIN LIFT PUMP WEAR PLATE	12/09/2024	403.07	403.07	01/08/2025		620
10024	CRANE ENGINEERING INC	475548-00	MAIN LIFT WEAR PLATE ASSEM	12/09/2024	228.84	228.84	01/08/2025		620
10024	CRANE ENGINEERING INC	475548-00	MAIN LIFT PUMP O-RINGS	12/09/2024	58.84	58.84	01/08/2025		620
10024	CRANE ENGINEERING INC	475548-00	MAIN LIFT PUMP FLAP VALVE	12/09/2024	340.83	340.83	01/08/2025		620
10024	CRANE ENGINEERING INC	475548-00	MAIN LIFT PUMP ROTATING AS	12/09/2024	4,854.83	4,854.83	01/08/2025		620
10024	CRANE ENGINEERING INC	477290-00	AERATOR REPAIR	11/26/2024	4,357.37	4,357.37	12/19/2024		620
100366									
10036	ENERGENECS INC	0048522-IN	POLYMER INJECTION CHECK V	12/06/2024	448.37	448.37	12/19/2024		620
100411									
10041	FERRELLGAS	1128715027	PROPANE FIRE STATION	11/27/2024	636.48	636.48	01/08/2025		100
10041	FERRELLGAS	1128883765	PROPANE MAINTENANCE BLD	12/12/2024	570.17	570.17	01/08/2025		100
10041	FERRELLGAS	1128899898	PROPANE LIBRARY	12/13/2024	814.81	814.81	01/08/2025		100
10041	FERRELLGAS	1128955608	PROPANE FIRE STATION	12/18/2024	2,018.98	2,018.98	01/08/2025		100
10041	FERRELLGAS	1129043463	WWTP PROPANE	12/24/2024	1,550.18	1,550.18	01/08/2025		620
100466									
10046	GREAT LAKES TV SEAL INC	23166	CULVERT JETTING AND CLEANI	11/30/2024	2,373.21	2,373.21	12/19/2024		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10046	GREAT LAKES TV SEAL INC	23167	AERATION DITCH FALL CLEAN	11/30/2024	1,682.17	1,682.17	12/19/2024		620
10046	GREAT LAKES TV SEAL INC	23167	LIFT STATION FALL CLEAN OUT	11/30/2024	1,682.18	1,682.18	12/19/2024		630
100491									
10049	HAWKINS INC	6938141	CHLORINE CYLINDER RENTAL	12/15/2024	10.00	10.00	12/19/2024		610
100516									
10051	INNOVATIVE PRINTING LLC	37993	SEWER RATE POSTCARD	12/06/2024	54.00	54.00	12/19/2024		620
10051	INNOVATIVE PRINTING LLC	37993	SEWER RATE POSTCARD	12/06/2024	54.00	54.00	12/19/2024		630
100541									
10054	ITU ABSORB TECH	8452050	RAGS- W	12/10/2024	6.42	6.42	12/19/2024		610
10054	ITU ABSORB TECH	8452050	WWTP LAUNDRY SERVICE	12/10/2024	80.97	80.97	12/19/2024		620
10054	ITU ABSORB TECH	8452050	RAGS- WW	12/10/2024	12.85	12.85	12/19/2024		620
10054	ITU ABSORB TECH	8452050	CUSTODIAL SUPPLIES- PAPER	12/10/2024	77.91	77.91	12/19/2024		620
10054	ITU ABSORB TECH	8452050	RAGS- C	12/10/2024	2.14	2.14	12/19/2024		630
10054	ITU ABSORB TECH	8466992	RAGS- W	01/07/2025	6.42	6.42	01/14/2025		610
10054	ITU ABSORB TECH	8466992	WWTP LAUNDRY SERVICE	01/07/2025	80.97	80.97	01/14/2025		620
10054	ITU ABSORB TECH	8466992	RAGS- WW	01/07/2025	12.85	12.85	01/14/2025		620
10054	ITU ABSORB TECH	8466992	RAGS- C	01/07/2025	2.14	2.14	01/14/2025		630
100646									
10064	MARC	0836749-IN	LIFT STATION CLEANER	12/13/2024	698.25	698.25	01/03/2025		630
100731									
10073	NCL OF WISCONSIN INC	512964	LAB CHEMICALS	12/12/2024	126.23	126.23	12/27/2024		620
100746									
10074	NORTH WOODS SUPERIOR	406248	SWIPES WATERLESS SKIN CLE	12/13/2024	200.96	200.96	12/19/2024		630
100756									
10075	NORTHERN DOOR COMMU	30125	FCC RADIO LICENSE UPDATES	12/28/2024	415.00	415.00	01/03/2025		690
100781									
10078	ONE TIME VENDOR	7213.01 Lawre	REFUND OVERPAYMENT 7213.	12/26/2024	214.91	214.91	12/27/2024		001
10078	ONE TIME VENDOR	Refund Overpa	REFUND OVERPAYMENT PREM	12/26/2024	456.16	456.16	12/27/2024		001
100841									
10084	US POSTAL SERVICE	2024 4th Qtr Ut	UTILITY BILL MAILING- W	12/23/2024	140.55	140.55	12/27/2024		610
10084	US POSTAL SERVICE	2024 4th Qtr Ut	UTILITY BILL MAILING- WW	12/23/2024	281.10	281.10	12/27/2024		620
10084	US POSTAL SERVICE	2024 4th Qtr Ut	UTILITY BILL MAILING- C	12/23/2024	46.85	46.85	12/27/2024		630
10084	US POSTAL SERVICE	2024 Sewer Inc	SEWER RATE INCREASE POST	12/18/2024	242.29	242.29	12/19/2024		620
10084	US POSTAL SERVICE	2024 Sewer Inc	SEWER RATE INCREASE POST	12/18/2024	242.30	242.30	12/19/2024		630
10084	US POSTAL SERVICE	2025 P O BOX	RENEWAL P O BOX 655-W	12/31/2024	38.40	38.40	01/03/2025		610
10084	US POSTAL SERVICE	2025 P O BOX	RENEWAL P O BOX 655-WW	12/31/2024	70.80	70.80	01/03/2025		620
10084	US POSTAL SERVICE	2025 P O BOX	RENEWAL P O BOX 655-C	12/31/2024	10.80	10.80	01/03/2025		630
101006									
10100	STURGEON BAY UTILITIES	14973	SLUDGE PROCESSING	12/09/2024	4,140.00	4,140.00	12/19/2024		620
101207									
10120	DOOR COUNTY HARDWAR	101760-Dec 20	BATTERIES - BHIRDO	12/31/2024	7.99	7.99	01/03/2025		100
10120	DOOR COUNTY HARDWAR	101760-Dec 20	KEYS	12/31/2024	55.80	55.80	01/03/2025		100
10120	DOOR COUNTY HARDWAR	101760-Dec 20	PAINT	12/31/2024	6.99	6.99	01/03/2025		100
10120	DOOR COUNTY HARDWAR	101760-Dec 20	DOOR SEAL/INSULATION	12/31/2024	29.15	29.15	01/03/2025		100
10120	DOOR COUNTY HARDWAR	101760-Dec 20	SAFETY GOGGLES	12/31/2024	6.59	6.59	01/03/2025		100
10120	DOOR COUNTY HARDWAR	101760-Dec 20	TOOLS	12/31/2024	169.88	169.88	01/03/2025		100
10120	DOOR COUNTY HARDWAR	101760-Dec 20	GENERAL SUPPLIES	12/31/2024	70.66	70.66	01/03/2025		100
10120	DOOR COUNTY HARDWAR	101760-Dec 20	MACHINE PARTS	12/31/2024	3.95	3.95	01/03/2025		100
10120	DOOR COUNTY HARDWAR	101760-Dec 20	SEASONAL DECORATIONS	12/31/2024	65.54	65.54	01/03/2025		100
10120	DOOR COUNTY HARDWAR	101760-Dec 20	WWTP HARDWARE	12/31/2024	16.99	16.99	01/03/2025		620
10120	DOOR COUNTY HARDWAR	502215 - 12/31	9446-Marking Paint	12/31/2024	11.98	11.98	01/03/2025		610
10120	DOOR COUNTY HARDWAR	502215 - 12/31	9125 Power Strip-WW	12/31/2024	16.99	16.99	01/03/2025		620
10120	DOOR COUNTY HARDWAR	502215 - 12/31	9402-Christmas Lights	12/31/2024	20.78	20.78	01/03/2025		620
10120	DOOR COUNTY HARDWAR	502215 - 12/31	9613 Mice Bait & Glue Trap	12/31/2024	24.98	24.98	01/03/2025		620
10120	DOOR COUNTY HARDWAR	502215 - 12/31	9750-Hardware	12/31/2024	46.98	46.98	01/03/2025		620
10120	DOOR COUNTY HARDWAR	502215 - 12/31	9713-Electric Tape	12/31/2024	17.18	17.18	01/03/2025		620
10120	DOOR COUNTY HARDWAR	November 202	FABRIC SOFTENER	11/30/2024	6.94	6.94	12/19/2024		100

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10120	DOOR COUNTY HARDWAR	November 202	PAINT	11/30/2024	334.43	334.43	12/19/2024		100
10120	DOOR COUNTY HARDWAR	November 202	TOOLS	11/30/2024	99.98	99.98	12/19/2024		100
10120	DOOR COUNTY HARDWAR	November 202	SHOP SUPPLIES	11/30/2024	261.54	261.54	12/19/2024		100
10120	DOOR COUNTY HARDWAR	November 202	SEASONAL DECORATIONS	11/30/2024	31.25	31.25	12/19/2024		100
10120	DOOR COUNTY HARDWAR	November 202	PAINT	11/30/2024	348.43	348.43	12/19/2024		100
10120	DOOR COUNTY HARDWAR	November 202	DOCK MAINT	11/30/2024	40.96	40.96	12/19/2024		690
101214									
10121	DINGES FIRE COMPANY	63117	GAS METER CALIBRATION - W	12/18/2024	54.00	54.00	12/27/2024		610
10121	DINGES FIRE COMPANY	63117	GAS METER CALIBRATION - W	12/18/2024	108.00	108.00	12/27/2024		620
10121	DINGES FIRE COMPANY	63117	GAS METER CALIBRATION - C	12/18/2024	18.00	18.00	12/27/2024		630
101216									
10121	HYDROCORP	CI-03798	COMMERCIAL CROSS CONNEC	12/31/2024	444.79	444.79	01/08/2025		610
10121	HYDROCORP	CI-03798	COMMERCIAL CROSS CONNEC	12/31/2024	11.21	11.21	01/08/2025		610
1001155									
10011	SYNERGY ENTERPRISES I	i26186	FS FURNACE MAINTENANCE	12/12/2024	112.00	112.00	12/19/2024		100
10011	SYNERGY ENTERPRISES I	i26204	TWO FURNACES AND AC UNIT	12/19/2024	12,491.48	12,491.48	12/27/2024		100
10011	SYNERGY ENTERPRISES I	i26204	TWO FURNACES AND AC UNIT	12/19/2024	16,253.52	16,253.52	12/27/2024		100
10011	SYNERGY ENTERPRISES I	SA 1969 - 2025	FS MAINTENANCE CONTRACT	01/04/2025	3,626.13	3,626.13	01/08/2025		100
1001199									
10011	SPECTRUM ENTERPRISE	104064501010	ADMIN INTERNET	01/01/2025	159.98	159.98	01/14/2025		100
10011	SPECTRUM ENTERPRISE	171222601122	PARKS BLDG INTERNET	12/21/2024	149.99	149.99	01/03/2025		100
10011	SPECTRUM ENTERPRISE	171227201122	VH PHONE	12/21/2024	39.99	39.99	01/03/2025		100
10011	SPECTRUM ENTERPRISE	171227201122	VH Internet	12/21/2024	139.99	139.99	01/03/2025		100
10011	SPECTRUM ENTERPRISE	171227501122	INTERNET - MARINA	12/21/2024	319.96	319.96	01/08/2025		690
10011	SPECTRUM ENTERPRISE	171227501122	CABLE TV - MARINA	12/21/2024	52.49	52.49	01/08/2025		690
1001209									
10012	AMAZON CAPITAL SERVICE	13C9-KHX4-JM	BLOK-BOOTS	01/13/2025	45.00	45.00	01/14/2025		610
10012	AMAZON CAPITAL SERVICE	13C9-KHX4-JM	BLOK-BOOTS	01/13/2025	90.00	90.00	01/14/2025		620
10012	AMAZON CAPITAL SERVICE	13C9-KHX4-JM	BLOK-BOOTS	01/13/2025	15.00	15.00	01/14/2025		630
10012	AMAZON CAPITAL SERVICE	16CV-FD4N-K	EXTENSION CORDS	12/09/2024	267.82	267.82	12/19/2024		100
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	OFFICE SUPPLIES	01/10/2025	69.00	69.00	01/14/2025		610
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	COMPUTER CAMERA FOR TRAI	01/10/2025	20.13	20.13	01/14/2025		610
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	FIRST AID KITS FOR TRUCKS	01/10/2025	109.33	109.33	01/14/2025		610
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	SAFETY HARNESSSES	01/10/2025	457.00	457.00	01/14/2025		610
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	SAFETY GLASSES	01/10/2025	26.61	26.61	01/14/2025		610
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	EYEWASH SOLUTION	01/10/2025	90.57	90.57	01/14/2025		610
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	OFFICE SUPPLIES	01/10/2025	135.86	135.86	01/14/2025		620
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	COMPUTER CAMERA FOR TRAI	01/10/2025	38.12	38.12	01/14/2025		620
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	FIRST AID KIT FOR LAB	01/10/2025	192.08	192.08	01/14/2025		620
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	LAB GLOVES	01/10/2025	42.18	42.18	01/14/2025		620
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	OFFICE SUPPLIES	01/10/2025	24.42	24.42	01/14/2025		630
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	COMPUTER CAMERA FOR TRAI	01/10/2025	8.12	8.12	01/14/2025		630
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	SAFETY GLASSES	01/10/2025	24.49	24.49	01/14/2025		630
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	SAFETY HARNESSSES	01/10/2025	457.00	457.00	01/14/2025		630
10012	AMAZON CAPITAL SERVICE	19GV-DX7H-Q	FIRST AID KITS FOR TRUCKS	01/10/2025	109.33	109.33	01/14/2025		630
10012	AMAZON CAPITAL SERVICE	1C7H-FVTF-V	BATTERY	12/27/2024	62.90	62.90	01/08/2025		100
10012	AMAZON CAPITAL SERVICE	1D1V-NQY4-7	WELDING CART	12/23/2024	119.99	119.99	12/27/2024		100
10012	AMAZON CAPITAL SERVICE	1HfV-3FWT-G	WORK PANTS	01/04/2025	41.24	41.24	01/08/2025		100
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	BLOK-BOOTS	12/23/2024	88.49	88.49	12/27/2024		610
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	BARNES-BOOTS	12/23/2024	44.99	44.99	12/27/2024		610
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	BLOK-CLOTHING	12/23/2024	58.85	58.85	12/27/2024		610
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	METERS-PAINT MARKERS	12/23/2024	12.60	12.60	12/27/2024		610
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	BLOK-BOOTS	12/23/2024	176.97	176.97	12/27/2024		620
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	BARNES-BOOTS	12/23/2024	89.97	89.97	12/27/2024		620
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	BLOK-CLOTHING	12/23/2024	117.69	117.69	12/27/2024		620
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	BLOK-BOOTS	12/23/2024	29.49	29.49	12/27/2024		630
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	BARNES-BOOTS	12/23/2024	14.99	14.99	12/27/2024		630

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10012	AMAZON CAPITAL SERVICE	1JJQ-PWCQ-4	BLOK-CLOTHING	12/23/2024	19.62	19.62	12/27/2024		630
10012	AMAZON CAPITAL SERVICE	1LCJ-PCD1-CL	HOSE PULLER	12/09/2024	149.98	149.98	12/19/2024		205
10012	AMAZON CAPITAL SERVICE	1LCJ-PCD1-JY	SNOW SHOVELS	12/09/2024	104.97	104.97	12/19/2024		100
10012	AMAZON CAPITAL SERVICE	1M6Y-CK4Q-G	CLEAR SAFETY GLASSES	01/04/2025	12.84	12.84	01/08/2025		610
10012	AMAZON CAPITAL SERVICE	1M6Y-CK4Q-G	CONFINED SPACE SAFETY TIE-	01/04/2025	89.99	89.99	01/08/2025		610
10012	AMAZON CAPITAL SERVICE	1M6Y-CK4Q-G	METER SHELF	01/04/2025	104.99	104.99	01/08/2025		610
10012	AMAZON CAPITAL SERVICE	1M6Y-CK4Q-G	METER SHELF	01/04/2025	105.00	105.00	01/08/2025		610
10012	AMAZON CAPITAL SERVICE	1M6Y-CK4Q-G	NITRILE GLOVES	01/04/2025	73.99	73.99	01/08/2025		620
10012	AMAZON CAPITAL SERVICE	1M6Y-CK4Q-G	CONFINED SPACE SAFETY TIE-	01/04/2025	180.00	180.00	01/08/2025		620
10012	AMAZON CAPITAL SERVICE	1M6Y-CK4Q-G	CLEAR SAFETY GLASSES	01/04/2025	25.67	25.67	01/08/2025		620
10012	AMAZON CAPITAL SERVICE	1M6Y-CK4Q-G	CONFINED SPACE SAFETY TIE-	01/04/2025	30.00	30.00	01/08/2025		630
10012	AMAZON CAPITAL SERVICE	1M6Y-CK4Q-G	CLEAR SAFETY GLASSES	01/04/2025	4.28	4.28	01/08/2025		630
10012	AMAZON CAPITAL SERVICE	1NMH-XMRL-D	MARINA AMENITIES	09/21/2024	68.25	68.25	01/08/2025		690
10012	AMAZON CAPITAL SERVICE	1NMH-XMRL-D	MARINA CUSTODIAL SUPPLIES	09/21/2024	32.50	32.50	01/08/2025		690
10012	AMAZON CAPITAL SERVICE	1PNP-YHFF-T	Laser Printer	12/27/2024	163.48	163.48	01/03/2025		610
10012	AMAZON CAPITAL SERVICE	1PNP-YHFF-T	Meter Labels	12/27/2024	38.75	38.75	01/03/2025		610
10012	AMAZON CAPITAL SERVICE	1RQ6-3M4W-C	BULK CANDY	12/16/2024	259.53	259.53	12/19/2024		100
10012	AMAZON CAPITAL SERVICE	1T16-CTQ4-TK	BIBS-NELSON	01/06/2025	32.07	32.07	01/08/2025		610
10012	AMAZON CAPITAL SERVICE	1T16-CTQ4-TK	HAT-NELSON	01/06/2025	6.59	6.59	01/08/2025		610
10012	AMAZON CAPITAL SERVICE	1T16-CTQ4-TK	BIBS-NELSON	01/06/2025	62.87	62.87	01/08/2025		620
10012	AMAZON CAPITAL SERVICE	1T16-CTQ4-TK	HAT-NELSON	01/06/2025	11.96	11.96	01/08/2025		620
10012	AMAZON CAPITAL SERVICE	1T16-CTQ4-TK	HAT-NELSON	01/06/2025	2.97	2.97	01/08/2025		630
10012	AMAZON CAPITAL SERVICE	1T16-CTQ4-TK	BIBS-NELSON	01/06/2025	11.47	11.47	01/08/2025		630
1001232									
10012	ROBERT W BAIRD & CO.	PF-24012891	SERVICES - NON-OFFERING FE	12/12/2024	15,400.00	15,400.00	12/19/2024		100
1001233									
10012	NEXTIVA INC	40004100124	PHONE - VH	12/31/2024	74.38	74.38	01/08/2025		100
10012	NEXTIVA INC	40004100124	PHONE - ADMIN	12/31/2024	192.11	192.11	01/08/2025		100
10012	NEXTIVA INC	40004100124	PHONE - SPORTS COMPLEX	12/31/2024	36.93	36.93	01/08/2025		100
10012	NEXTIVA INC	40004100124	PHONE - WW PLANT	12/31/2024	154.65	154.65	01/08/2025		620
10012	NEXTIVA INC	40004100124	PHONE - MARINA	12/31/2024	69.39	69.39	01/08/2025		690
1001236									
10012	CONWAY OLEJNICZAK & JE	47626	SPECIAL CHARGES MEMO	11/30/2024	90.00	90.00	12/19/2024		100
10012	CONWAY OLEJNICZAK & JE	47626	CODE CHANGES	11/30/2024	67.50	67.50	12/19/2024		100
10012	CONWAY OLEJNICZAK & JE	47626	PCI DEVELOPMENT AGREEME	11/30/2024	90.00	90.00	12/19/2024		100
10012	CONWAY OLEJNICZAK & JE	47626	EAGLE MECHANICAL DEVELOP	11/30/2024	90.00	90.00	12/19/2024		100
10012	CONWAY OLEJNICZAK & JE	47628	CLINTON, ET. AL. STR CASE	11/30/2024	250.00	250.00	12/19/2024		100
10012	CONWAY OLEJNICZAK & JE	49058	ROBERTS ZONING APPEAL	12/31/2024	1,195.00	1,195.00	01/08/2025		100
10012	CONWAY OLEJNICZAK & JE	49058	PERSONNEL CMTE MATTER	12/31/2024	125.00	125.00	01/08/2025		100
10012	CONWAY OLEJNICZAK & JE	49058	TAXES	12/31/2024	750.00	750.00	01/08/2025		100
10012	CONWAY OLEJNICZAK & JE	49059	WHITE STR CASE	12/31/2024	350.00	350.00	01/08/2025		100
10012	CONWAY OLEJNICZAK & JE	49059	CLINTON, ET. AL. STR CASE	12/31/2024	100.00	100.00	01/08/2025		100
1001238									
10012	ADVANCE AUTO PARTS	14666-421380	OIL & HYDRAULIC FLUID	12/17/2024	254.85	254.85	01/08/2025		100
10012	ADVANCE AUTO PARTS	14666-421456	HYDRAULIC FLUID	12/18/2024	64.99	64.99	12/27/2024		100
10012	ADVANCE AUTO PARTS	14666-421457	HYDRAULIC FLUID	12/18/2024	36.19	36.19	12/27/2024		100
10012	ADVANCE AUTO PARTS	14666-IC-4168	CREDIT MEMO - FILTER	12/19/2024	7.48-	7.48-	12/19/2024		100
10012	ADVANCE AUTO PARTS	14666-ID-4167	FILTER	11/30/2024	7.48	7.48	12/19/2024		100
10012	ADVANCE AUTO PARTS	14666-ID-4197	WELL 2 GENERATOR BATTERIE	11/20/2024	386.42	386.42	12/19/2024		610
1001242									
10012	ZUCCHETTI NORTH AMERI	29590	LODGICAL SUBSCRIPTION - MA	01/01/2025	194.00	194.00	01/14/2025		690
1001246									
10012	CHURCH ENTERPRISES LL	5046	SHOP EQUIPMENT	11/07/2024	196.16	196.16	01/08/2025		100
1001255									
10012	Kara Kroll	REIMBURSEM	ELECTION TRAINING MILEAGE	12/11/2024	104.25	104.25	12/19/2024		100
1001288									
10012	WI SCTF	C.S. 12.27.202	12/27/24 PAYROLL WITHHOLDIN	12/26/2024	262.61	262.61	12/27/2024		100

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10012	WI SCTF	CS 011025	CHILD SUPPORT - 01/10/25 PAY	01/09/2025	262.61	262.61	01/14/2025		100
1001289									
10012	INTEGRATED PROCESS SO	SI002813	UPS BATTERY REPLACEMENT	01/08/2025	598.29	598.29	01/14/2025		620
1001304									
10013	FIRST UNUM LIFE INSURAN	January 2025	LTD INSURANCE	12/16/2024	359.63	359.63	12/19/2024		100
1001312									
10013	STANTEC CONSULTING SE	2328181	STH 57 TRAIL - FINAL	12/16/2024	6,825.00	6,825.00	12/27/2024		400
10013	STANTEC CONSULTING SE	2328194	STH 42 TRAIL	12/12/2024	11,054.00	11,054.00	12/27/2024		400
10013	STANTEC CONSULTING SE	2328195	PROFESSIONAL SERVICES	12/12/2024	1,521.00	1,521.00	12/19/2024		100
10013	STANTEC CONSULTING SE	2328195	PW BUILDING	12/12/2024	3,964.75	3,964.75	12/19/2024		400
1001314									
10013	PATRIOT ENTERPRISE LLC	15048	2020 CHEVY MAINT	08/14/2024	1,273.92	1,273.92	01/03/2025		100
10013	PATRIOT ENTERPRISE LLC	17512	2020 CHEVY TIRES AND ALLIG	11/27/2024	407.95	407.95	12/19/2024		610
10013	PATRIOT ENTERPRISE LLC	17512	2020 CHEVY TIRES AND ALLIG	11/27/2024	815.90	815.90	12/19/2024		620
10013	PATRIOT ENTERPRISE LLC	17512	2020 CHEVY TIRES AND ALLIG	11/27/2024	135.98	135.98	12/19/2024		630
1001320									
10013	MCAHON ASSOCIATES IN	5425.00	PW BLDG	12/12/2024	5,425.00	5,425.00	12/27/2024		400
10013	MCAHON ASSOCIATES IN	603557	ADMIN CONCEPTUAL DESIGN	12/12/2024	6,179.06	6,179.06	12/27/2024		400
1001335									
10013	HUMAN RESOURCES CON	16685	BENEFITS CONSULTING	12/17/2024	525.00	525.00	12/27/2024		100
10013	HUMAN RESOURCES CON	16685	BACKGROUND SERVICES - ZO	12/17/2024	64.69	64.69	12/27/2024		100
10013	HUMAN RESOURCES CON	16737	BENEFITS CONSULTING	01/03/2025	862.50	862.50	01/08/2025		100
1001343									
10013	ALLIANCE CONSTRUCTION	4288	DPW BULDING - DRAW 2	11/29/2024	234,170.20	234,170.20	12/19/2024		400
10013	ALLIANCE CONSTRUCTION	4309	DPW BULDING - DRAW 3	12/31/2024	192,300.24	192,300.24	01/08/2025		400
1001344									
10013	DOOR COUNTY CLERK OF	23FA62 - 01.10	CC - 01/10/25 PAYROLL	01/09/2025	25.00	25.00	01/14/2025		100
10013	DOOR COUNTY CLERK OF	23FA62 - 12.27	12/27/24 PAYROLL WITHHOLDIN	12/26/2024	25.00	25.00	12/27/2024		100
1001346									
10013	SISTER BAY BP	December 202	UTIL GAS - W	12/16/2024	20.25	20.25	12/19/2024		610
10013	SISTER BAY BP	December 202	UTIL GAS - WW	12/16/2024	40.50	40.50	12/19/2024		620
10013	SISTER BAY BP	December 202	UTIL GAS - C	12/16/2024	6.75	6.75	12/19/2024		630
1001347									
10013	Rae-Cor Distributing	051229	CUSTODIAL SUPPLIES	12/23/2024	970.74	970.74	12/27/2024		100
1001349									
10013	TIMECLOCK PLUS LLC	INV00393312	TIMEKEEPING SOFTWARE - AD	01/06/2025	243.75	243.75	01/08/2025		100
10013	TIMECLOCK PLUS LLC	INV00393312	TIMEKEEPING SOFTWARE - DP	01/06/2025	341.25	341.25	01/08/2025		100
10013	TIMECLOCK PLUS LLC	INV00393312	TIMEKEEPING SOFTWARE - UTI	01/06/2025	78.00	78.00	01/08/2025		610
10013	TIMECLOCK PLUS LLC	INV00393312	TIMEKEEPING SOFTWARE - UTI	01/06/2025	143.82	143.82	01/08/2025		620
10013	TIMECLOCK PLUS LLC	INV00393312	TIMEKEEPING SOFTWARE - CO	01/06/2025	21.93	21.93	01/08/2025		630
10013	TIMECLOCK PLUS LLC	INV00393312	TIMEKEEPING SOFTWARE - MA	01/06/2025	146.25	146.25	01/08/2025		690
1001350									
10013	ELECTIONSOURCE	25-112	ELECTION SUPPLIES	12/31/2024	54.48	54.48	01/08/2025		100
Grand Totals:					2,005,834.99	2,005,834.9			

Dated: _____

Staff: _____

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format

Page: 11

Report dates: 1/1/2024-12/31/2025

Jan 15, 2025 01:20PM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
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Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 12/14/2024-01/17/2025

Dated This 21st Day of January, 2025

Respectfully Submitted



Volodymyr Gannik

Finance Director/Village Treasurer

AGENDA ITEM 7

Staff Report(s)

ADMINISTRATOR'S REPORT

Date: January 21, 2025

To: Village Board

From: Julie Schmelzer, Administrator

Re: Monthly Report

Municipal Reimbursement Funds

Every year we get 'municipal reimbursement funds' from Destination Door County. In 2024 we received \$51,814. The Finance Committee voted to spend those monies on the sewer and water lateral stub/concession stand, landscaping along Mill Road West, and the remainder put in a municipal tree fund. A new reimbursement will be made in spring (March or April).

Road Planning

Erik and I met with Jennifer from Robert E. Lee to begin discussions on the reconstruction/repairs for the Mill Road Triangle. The original project estimate (put in the CIP last year) underestimated the cost of the project, so the project may be 'stretched' out longer than anticipated, but we won't know the actual estimated cost until the engineering is done. The tentative schedule is as follows:

- Survey – January/February 2025
- Public Involvement Meeting – Spring 2025
- Bid Package & Real Estate negotiations – Summer 2025
- Utility construction including storm sewer and WPS – Fall 2025
- Road construction – Spring 2026

We also discussed the possible extension of Canterbury east to Woodcrest. Urbanizing Canterbury Lane from STH 57 to Applewood would cost about \$1,148,000. The end of Canterbury, east to Woodcrest, which would be a new road, would cost \$2,142,000.

We also covered what it would cost to improve Applewood with curb and gutter, sidewalk, and lighting, and, install sewer and water in some areas. That street project would be \$1,384,000.

To extend Applewood east to Woodcrest, would cost \$3,849,000.

Trails

The concept plan for the STH 57 trail was completed in December. I am now working with the DOT on the best way to bid the project so the final engineering can occur. The design was paid for by the DC Medical Center; we received a grant from the DOT for part of the construction.

The concept plan for the STH 42 trail is partially complete. The first phase is done, but now the engineer is designing the elevated area. The design was paid for with a grant from Destination Door County's Community Investment Fund.

Comprehensive Planning

The comprehensive land use plan is in draft format and will be reviewed by the Plan Commission before going to public hearing. The Comprehensive Outdoor Recreation Plan is still in progress but the draft is expected next month.

Personnel Handbook

The Personnel Committee reviewed a draft of a revised Personnel (Employee) Handbook. I have to make a few more edits and the committee needs to approve a final draft before being presented to the Board for adoption.

Staff Vacancies

We had a vacancy in the Utility Department, which was filled by an employee from the Parks Department, so we are once again seeking a Parks Technician I.



PARKS & STREETS DIRECTOR'S REPORT

Date: January 21, 2024

Board/Committee: Village Board

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff completed the Committee's request to remove the Sister Bay Vacation sign that was attached to the cold storage building and delivered it over to the Historical Society.
2. Staff has completed the assembly of the new log splitter.
3. Staff completed its cleanup for the Christkindlmarkt.
4. Staff continues to train and familiarize themselves with the Village sidewalk snow removal equipment.
5. Staff has continued to cut and brush along roadways and street signs.
6. Staff performed parking and safety duties for the fireworks show on New Year's Eve.
7. Update on the driveway access in front of Marina View condos: Steve from Vinton Construction provided an estimate on the approximate cost to turn the old driveway access into a traditional curb and gutter; cost is \$17,120.00. This estimate also includes the cost to fix a repair a storm water drain located near the daycare. I have reach out to him to see if he could provide separate estimates for both projects.
8. Update on the swim dock: Curtis from Somerset Marine provided an update on the swim dock. They are still waiting for the DNR to issue them a work permit.
9. Resident complaint: The owner of the Mill Rd Gallery reached out and wanted to talk about vehicles parking In front of his business blocking his driveway. He requested the Village supply him with three-foot-tall traffic cones so that they could be placed in the roadway when Mill Rd gets busy. Julie denied that request due to safety concerns, but said she would refer the matter to the Committee for discussion. I did tell the owner that I would be reaching out to the Sheriff's Department to see if parking tickets could be issued now that the Village has the proper signage in place for it. I have not been successful in arranging that meeting with the Sheriff's Department; in part I'm guessing because it is a low priority task for them, but I'll keep trying. I also talked with the owner about putting slanted yellow 'no parking strips' in his already existing yellow line that is in front of his parking lot; he liked that idea.



Village of Sister Bay
Sewer and Water Utilities Committee
Operations Report

Board of Trustees Meeting
January 21, 2025

Water Tower Vent Screen

Lane Tank was hired to install the 4-mesh on the water tower vent screen. The work was performed free of charge as Lank Tank installed the vent screen, without the 4-mesh, with DNR approval at the time.

Concentrated Sludge Pump

A new concentrated sludge pump was installed.

Blackstone Harbor Bypass Valve

Operators investigating no registered water usage for the 4th quarter billing cycle at Blackstone Harbor. It was found that the gate valve lockout apparatus, that was originally placed on the bypass valve by the Utilities Department, was broken and left on the floor. The bypass valve was in the open position, allowing water to bypass the meter and be unregistered.

Intent to Apply (ITA)/Priority Evaluation and Ranking Form (PERF)

A Clean Water Fund Program for State Fiscal Year (SFY) 2026 ITA application was submitted to the DNR with the assistance of engineering firm Donohue & Associates, who agreed to perform this work free of charge. The application was reviewed and will be placed on the SFY 2026 CWFPP Project Priority List (PPL) with the project description being "Regional Biosolids Management Facility".

Truck Battery Inverter

The 2018 Chevrolet 3500 utility body trucks inverter battery started smoking and releasing toxic fumes. The Sister Bay Liberty Grove Fire Department was contacted to ensure the battery was disconnected safely. Barnes will have the truck serviced and inspected for the problem in the wiring before the truck is placed back into use.

PFAS Sludge Testing

The report from the State Lab of Hygiene for the sludge PFAS testing is attached. Currently, the EPA has not determined any limits for PFAS compounds in biosolids. However, if the EPA determines that PFOA or PFOs in biosolids may adversely affect public health or the environment, risk managers will consider options for numerical limitations and best management practices for these compounds.

Operator Position

Chris Oakdale was hired for the open Utilities Operator position. His first day with the Utilities Department will be January 20, 2025.

RFP for Facilities Plan at the WWTP

An RFP was released on January 9, 2025, with the proposal due date of January 24, 2025, at 4:00 PM CST. The RFP is attached. To move forward with the CWFPP PPL ranking for funding, the application must include an *approved* facilities plan for DNR plan review and approval.

AGENDA ITEM 8

Department Annual Reports

VILLAGE OF SISTER BAY

ANNUAL REPORT

2024



A WORD FROM THE VILLAGE ADMINISTRATOR

Julie Schmelzer

To the Taxpayers, Residents & Guests of Sister Bay,

Within this report you'll find a summary of the highlights of this past year. Although somewhat lengthy we encourage you to thoroughly read the document to better understand the services being provided. I hope you feel we are using the resources wisely and you are benefiting from our services.

In 2024 the Village began construction on the new Parks Maintenance Facility off Autumn Court. The project is expected to be completed in May 2025. We also approved the design for a new Administration Building on the former Logerquist property.

We were fortunate to secure a grant of approximately \$900,000 from the Wisconsin Department of Transportation to construct the trail along Highway 57. We have to secure bids for final engineering and construction yet, and then the project can get started. We also were able to complete, with a grant from Destination Door County's Community Investment Fund, a portion of the design for the trail along Highway 42, which will include an elevated boardwalk. For this latter trail, we are currently working on the engineering, also with the use of the funds mentioned.

Additionally, we were fortunate to complete most of the work at Waterfront Park that was funded either through a grant, Municipal Reimbursement Funds, or the Destination Door County Park Fund. We were able to build an addition onto the gazebo, install stone pillars and solar lights, replace light poles, install bike racks, an air pump, and bike repair station. The copper trim on the gazebo was donated by the roofer, which saved us \$4500.

The reconstruction of Mill Road West was completed in May. The project made a big improvement to the area and addressed several drainage issues we were having in that vicinity.

We heard this past week that our population projections have changed. Originally the Department of Administration projected our population would grow until 2030 and then decline in 2040 to 990 persons. That has been revised and we show steady growth through 2050 when the population is projected to hit 1409, which would be a 23% growth rate between 2020 and 2050.

Also this year we had startling news about our poverty rates. The U.S. Census Bureau five-year estimates showed our poverty rate was 26.1%; however, using the new U.S. Housing and Urban Development data, our poverty rate is now 59.6%. This, along with the results of the January Housing Study, prompted us to pursue a grant for the infrastructure needed to develop the former Wiltse site into affordable housing. We do have money budgeted for some of the infrastructure and are hoping the grant is approved so we can develop housing on 38 acres of that site.

We encourage you to follow the Village Board agendas and the minutes from the various committee meetings found in those Board meeting packets. Board meetings are in-person or via Zoom, and the meetings are recorded and posted online.

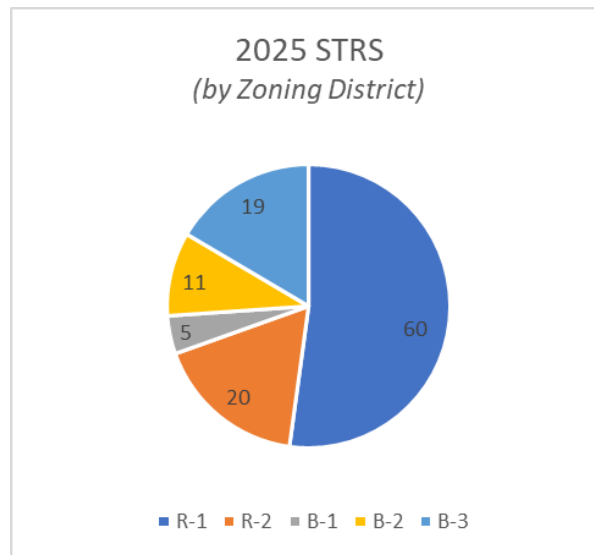
On the following pages Department Staff share their various departmental highlights with you. As always, if you have any questions about our services, please contact us.

Sincerely,
Julie A. Schmelzer, Village Administrator

Village Clerk's Annual Report – 2024

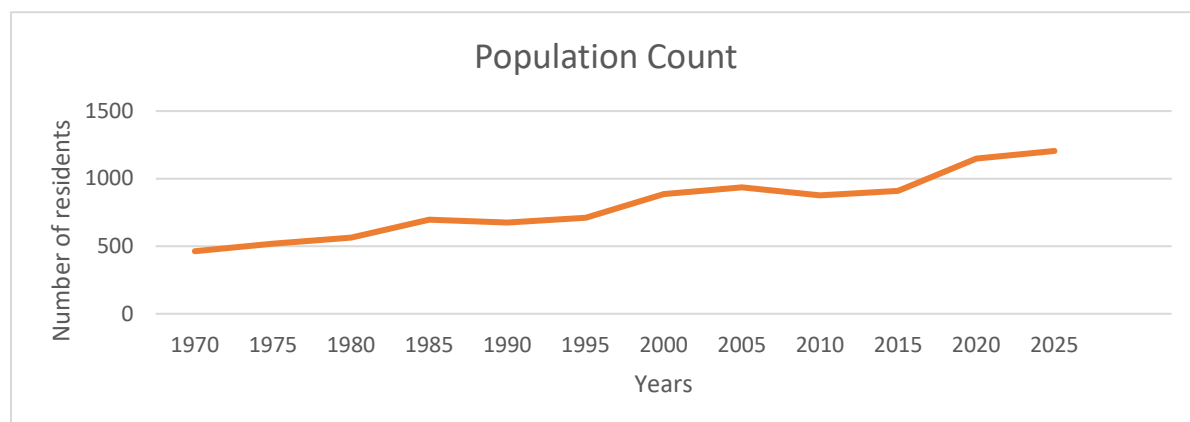
Following are statistics based on items issued or managed through the Clerk's office.

Short-term Rentals: The village has, on average, 115 properties licensed as short-term rentals. Several properties received limited term licenses in 2024 which expired at the end of October. A number of properties also changed hands in 2024, with several opting not to continue rental operations.



Liquor Licenses: The Village issues liquor, beer, and wine licenses annually. There is currently no quota on beer and wine licenses. With a change in state statutes in late 2023, the restrictions on who can hold a wine license have, in fact, lessened, and Sister Bay may see an increase in the number of wine licenses requested in the future.

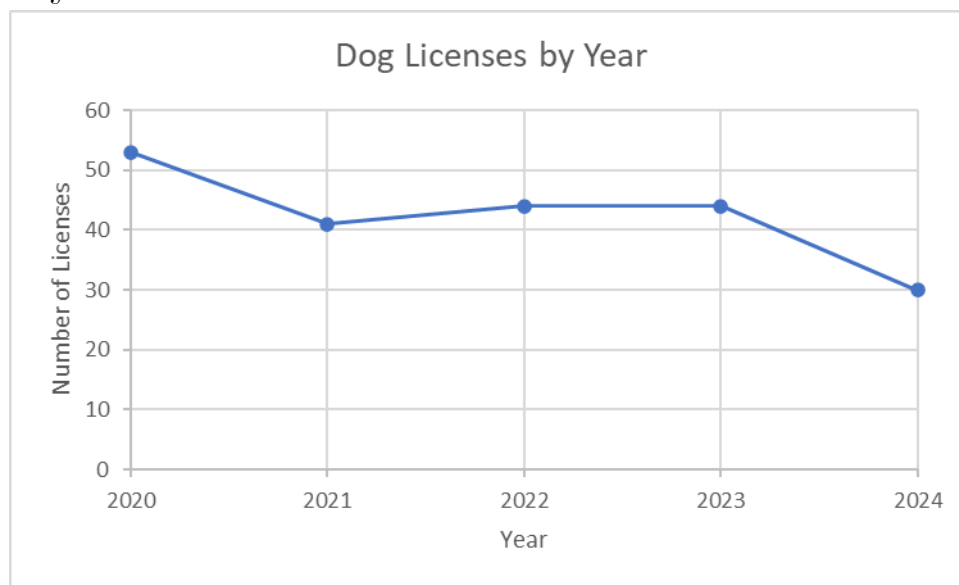
The Village has a quota of 2 "Class B" liquor licenses and 1 Reserve "Class B" license, which are all currently issued. Additional Reserve licenses can be added with each population increase of 500 people per the Department of Administration's annual population estimate. Sister Bay's current population is 1205 and it is expected that when the DOA estimate comes in August, the village will have met the number of residents needed to gain an additional Reserve "Class B" License (1225).



Temporary Beer and Wine Licenses: The Village issues temporary beer and wine licenses, commonly referred to as “Picnic Licenses” to eligible non-profit organizations throughout the year. Each organization has a limit of 12 beer licenses and 2 wine licenses available to them per year. Licenses in 2024 were issued to Sister Bay Advancement Association, Sister Bay Historical Society, Sister Bay Lions, Sister Bay/Liberty Grove Fire Department, Top O’ the Thumb Snowmobile Club, Friends of Gibraltar, Northern Door Pride, Villager’s Snowmobile Club and Sister Bay Baseball Club.

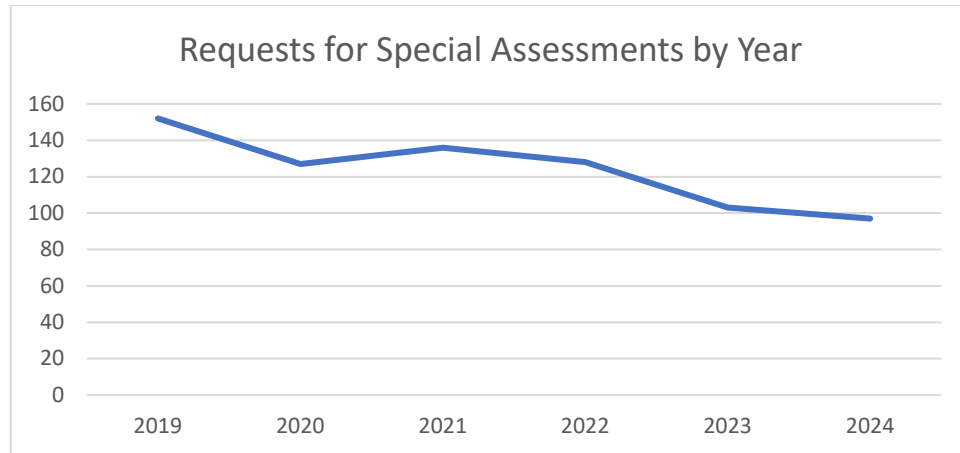
Tobacco Licenses: The number of businesses holding tobacco licenses in Sister Bay remains at 6, with two businesses, AIM Country Walk BP and Top Shelf Gourmet, having changed hands in 2024. Those businesses are now known as Sister Bay BP and Thyme Market, respectfully.

Dog Licenses: The number of dogs being licensed in Sister Bay continues to fall well below the number of dogs observed within the Village, with only 30 dogs licensed in 2024. The Village currently does not have a process for enforcement of the license requirement, which appears in Wis. Stats. §174.05.

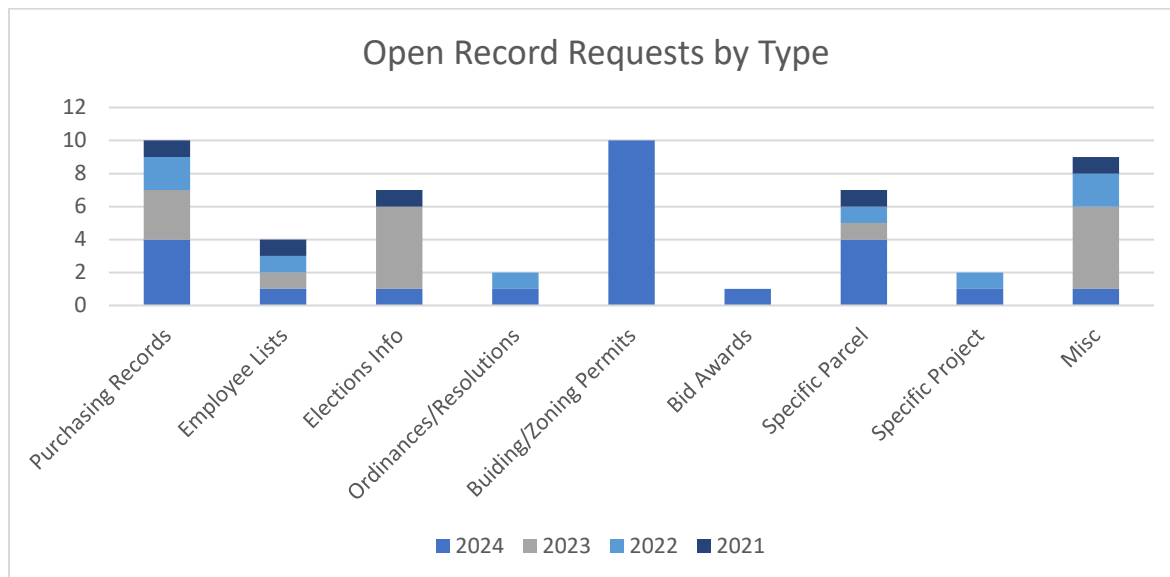


Dog Park Donations collected in 2024 equaled \$416.73.

Special Assessment Requests: The Clerk completed 97 requests for letters of special assessment on properties being sold or developed in 2024. This number is only reflective of real estate transactions that take place with the involvement of a title company. This number has been decreasing since 2019 as shown in the graph below.

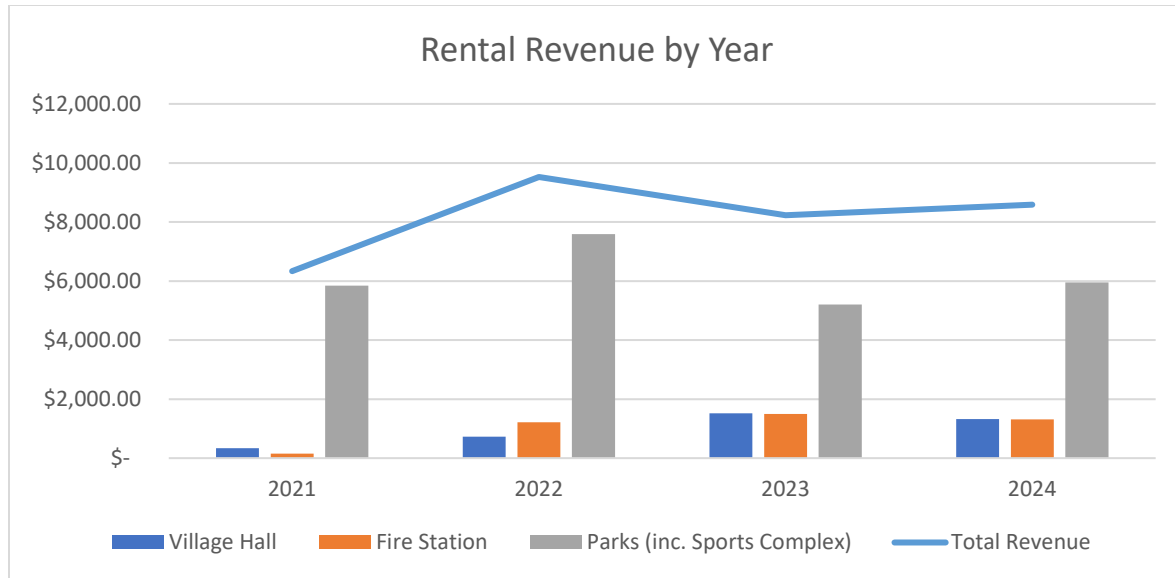


Open Record Requests: There has been interest recently in the type of open record requests received by office staff. The chart below identifies the most common types of requests, and the number received for the past several years for reference. A total of 24 requests were received in 2024, up from 15 in 2023, primarily due to an on-going, monthly request from one individual for building permit information.



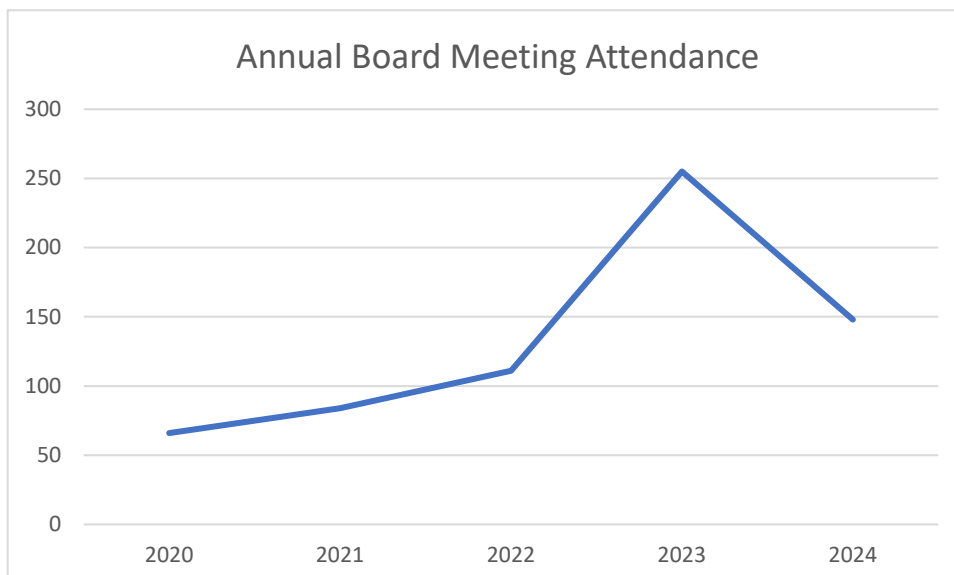
Rental Revenues: The Village receives some revenue for rental of various facilities. Four years of revenues are shared below for informational purposes. There are significantly fewer reservations being made for wedding ceremonies each year, but more reservations for court time to play pickleball.

Notary Services: Office staff performed 19 notarizations in 2024, gaining \$95 in fees for the village.



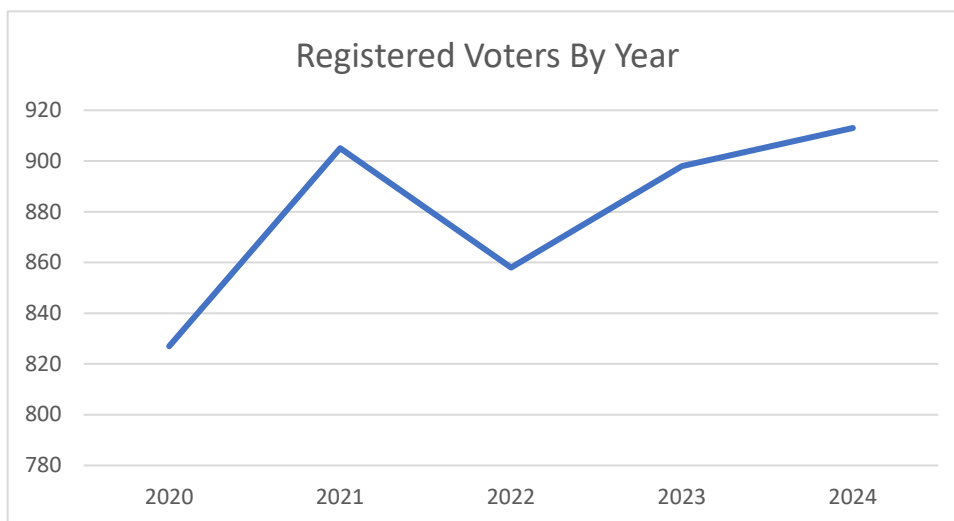
Parking Citations: The number of parking citations issued in 2024 has at least tripled the number of tickets written in 2023. The Clerk's Office can only track tickets who have turned in receipts (the white copy of the citation), and of the 98 tickets known to be issued, 77 have been paid and 3 were voided by staff or the village attorney. The Village set up online payment for citations in 2024, but only 3 such citations were paid using the online payment portal (which charges a small processing fee). The fee for parking citations increased late in 2024 from \$25 to \$55 and \$2340 in fines were collected as compared to \$550 in 2023.

Meeting Attendance: The number of public attending regular monthly meetings of the village board rose sharply in 2023 (presumably due to STR concerns), and has since has declined. The total attendance for the 11 regular meetings held in 2024 was 148 people.



Elections: Elections occur at a rate of one to five per year, depending on the current political cycle. Interest in serving as a poll worker in Sister Bay is high, and there is a waiting list of individuals to fill those rolls after party-nominated officials are assigned. Voter participation is consistently about 50% during Spring Elections and has been better than 80% for the past two General Elections. In 2025, Sister Bay will begin using Badger Books, an electronic pollbook sanctioned by the Wisconsin Elections Commission. Badger Books will make voter check-in more efficient and eliminate the need for separate lines for Wards and additional staff for same-day voter registration. Poll book reconciliation will happen quickly and be less prone to errors as the Badger Books assigns voter numbers only after a signature has been provided and approved.

The actual number of registered voters in the village varies based on a number of factors, including age of the voter and interest in the current political climate.



*Compiled by Heidi Teich, Village Clerk
January 2025*



PARKS & STREETS DEPARTMENT 2024 ANNUAL REPORT

Presented by Erik Linczmaier, Director

Dear Residents, Business and Guests of Sister Bay,

I would like to start this Annual Report off by highlighting one of the major achievements the Village of Sister has accomplished this past year, and that is the reconstruction of the west side of Mill Road. I'd like to thank the people that helped make this project a reality: The Parks, Property & Streets Committee, Trustees, Village Administrator Julie Schmelzer, former Department of Public Works Director Dan Klansky, the engineering firm of Robert E. Lee, and Vinton Construction and their subcontractors. I could not be more pleased on how this project turned out. It was a joy to oversee this project and the reaction it generated from our residents and guests of Sister Bay. I'm looking forward to the years to come and seeing how our residents and guests utilize this brand-new infrastructure.

One of the most exciting projects we have been involved in is the new maintenance facility being built off Autumn Court. This project has been planned for years and we are thankful to the Committee, Board, and public support staff having a safe and adequately sized facility for us to work from. We envision great efficiencies with one more centrally located, easily accessed, energy efficient facility.

A couple more noteworthy projects that happened throughout the year were an addition to our Waterfront Park gazebo, the joint effort between the Village of Sister Bay and Liberty Grove to repave Country Lane, the installment of six stone pillars with solar lights located throughout Waterfront Park, a five-stall bike rack with repair station, the repair of a storm drain along N Bay Shore Dr., and an electrical upgrade in Gateway Park and at Waterfront Park. Other noteworthy projects included the installation of traffic signs, painting no parking areas and touching up curb painting, brushing ditches, and trimming vegetation around stop signs.

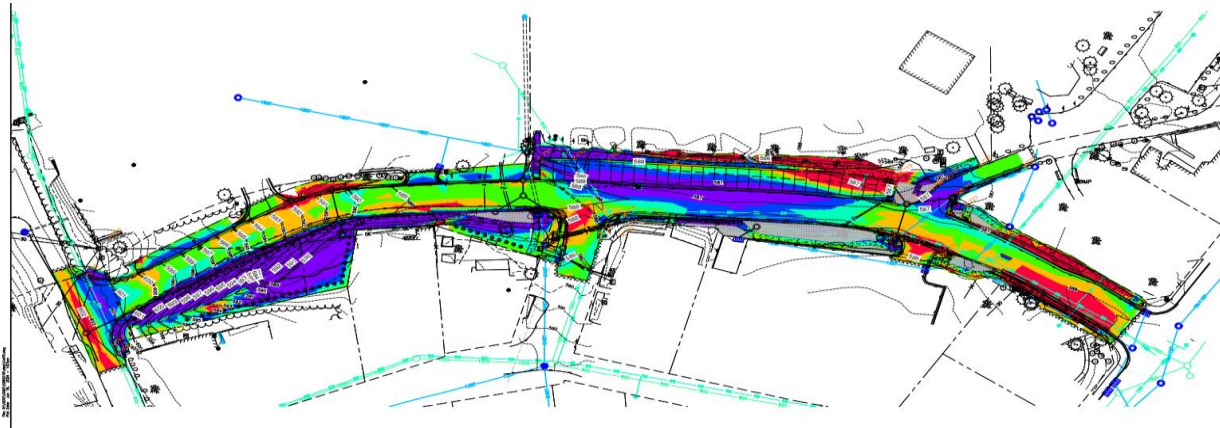
As we turn the page on the 2024 year and look ahead to 2025 and beyond, the department is looking forward to continuing its mission in making the Village of Sister Bay a safe, enjoyable place for everyone to experience.

On the following pages I will share some of the highlights from 2024.

Sincerely,
Erik Linczmaier, Director

West Mill Road Reconstruction Department Involvement

- Overall represented the village to ensure the project was completed per the plans approved by the Village Board of Trustees
- Received daily brief on the progress of the project
- Removed landscaping stones along brick parking lot
- Located irrigation system; repaired irrigation system after it was damaged
- Fixed infrastructure that was accidentally damaged during construction



WaterFront Park Gazebo Addition Department Involvement

- Worked with contractor on preliminary design
- Removed shingles and repaired damaged to original roof
- Unloaded building materials from delivery truck
- Located irrigation for foundation and sidewalk; repaired irrigation system after it was damaged
- Landscaped around structure after completion
- Overall management of the project and various contractors to ensure success



Stone Pillar Waterfront Park Department Involvement

- Located placement for pillars
- Landscaped around infrastructure after completion
- Installed solar lights



Bike Racks/Repair Station Waterfront Park Department Involvement

- Called in locate
- Removed pre-existing sod
- Bored Sono-tube holes for concrete footing
- Built a containment structure out of treated 5x5 treated lumber to hole in gravel
- Picked up and delivered gravel to location
- Laid out and spread gravel for bike rack
- Installed racks and repair station to concrete infrastructure



Country Lane Repaving Department Involvement

- Mapped out the per-existing yellow striped center lines for the new road
- Changed speed limit signs from 45mph to 35mph
- Installed additional curve ahead signs for roadway
- Coordinated with Northeast Asphalt to repair new roadway after it sustained damaged from a semi-truck accident



Gateway Park Electrical Upgrade Department Involvement

- Called in locate
- Gathered building materials
- Laid out conduit and pulled wiring through conduit
- Wired electrical outlets



Light Pole Upgrade Waterfront Park
Department Involvement

- Village purchased used light poles from Piggly Wiggly; gathered lights from the Piggly Wiggly
- Disassembled light poles
- Cleaned and sanded them down; repainted them
- Poles installed by electrician



**Storm Sewer Grate Repair
Department Involvement**

- Coordinated with DOT, Vinton Construction and Warning Lights to make the necessary repairs



Sister Bay Parks & Streets Department Mission Statement

Sister Bays Parks & Streets Department mission for year 2024, and every year, is to provide a safe environment with a high level of services to our residents and guests. The department prides itself on making sure if you live in Sister Bay, own a business, or are visiting Sister Bay, or simply pass through the village, or enter one of our facilities, that it will be clean and well maintained. We also take great pride in our work and enjoy serving this great community.

My staff and I would like to thank the public for the overwhelming compliments that we received on how clean our facilities were maintained throughout this last year. We are looking forward to 2025 and providing the same level of high services to you all.



Sister Bay Parks & Streets Department Vision

Our vision for 2024 was to keep building on efficiency and productivity throughout the year. The department has worked hard as a team to make sure that schedules, supplies, and equipment are being utilized to their full potential. We hope to continue that in 2025.

Efficiency Example: If you were to walk into one of our many utility closets you will find a toolbox. Inside that toolbox, staff now has everything they need to fix and repair that building's toilet and urinal infrastructure. Staff no longer need to waste time running back to the shop to find the right tools or parts to make a repair. To most, this seems minor, but to staff, finally having a tool kit makes a big difference – it saves time and money.



Sister Bay's Parks & Streets Department Values

The department values a high level of workmanship, teamwork, and respect to each other, our residents, and our guests. We value helping each other succeed throughout the year. Value is also not lost in assisting our residents and guests in any way that we can, to provide the greatest experience possible.

The Parks and Streets Department Accomplished Goals for 2024

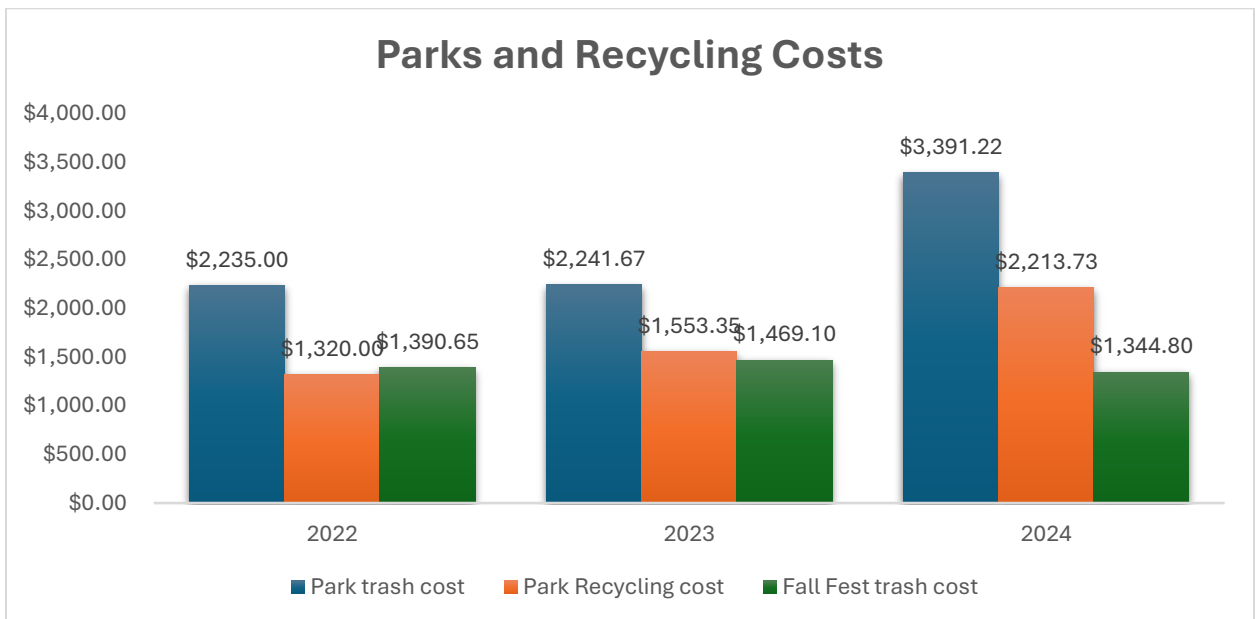
Director Goals:

As Director of the Parks and Streets Department my goal for the 2024 year was to work with staff in communicating things out in the field that need attention. I have directed staff to take note of things that were wrong and to either take the time to correct the problem right away or to let me know about it, so that time could be scheduled to fix the issues. Staff responded well to this goal, staying vigilant as they worked to complete their day-to-day routines. As Director, I also looked to fine tune the department's efficiency; I was vigilant in staying one step ahead of staff in setting up the next project, or by keeping commonly used items stocked at the shop, or at any of our other locations throughout the village, so we could reduce travel time and staff down time. I have been pleased with the efficiency and effectiveness this department has demonstrated in accomplishing tasks throughout the year. I also continued to add to and fine tune the department's many standard operating procedures (SOP). This has been helpful in allowing me to take more of an administrative role without the standards of the product diminishing. Staff now can refer to an SOP and know exactly how to perform that given task.

Staff Goals:

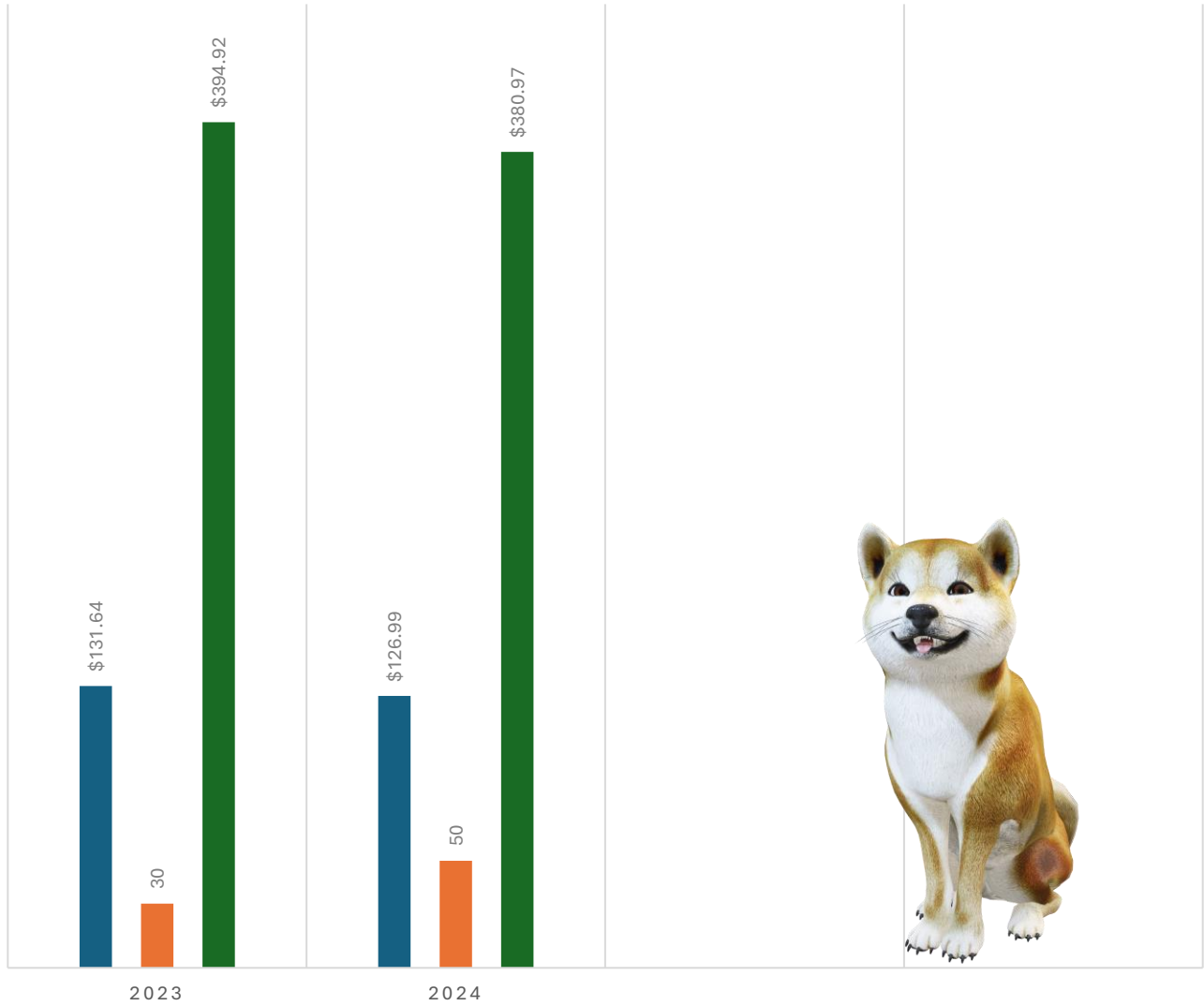
- Working safely and effectively
- Slowing down and not rushing to get to the next task. Making what you are working on the best it can be.
- Staying vigilant when out in the field. Take note of what you see and communicate any issues that need to be addressed.
- Continue to gain experience with Village equipment as it pertains to operating and servicing.
- Have fun while you're working!

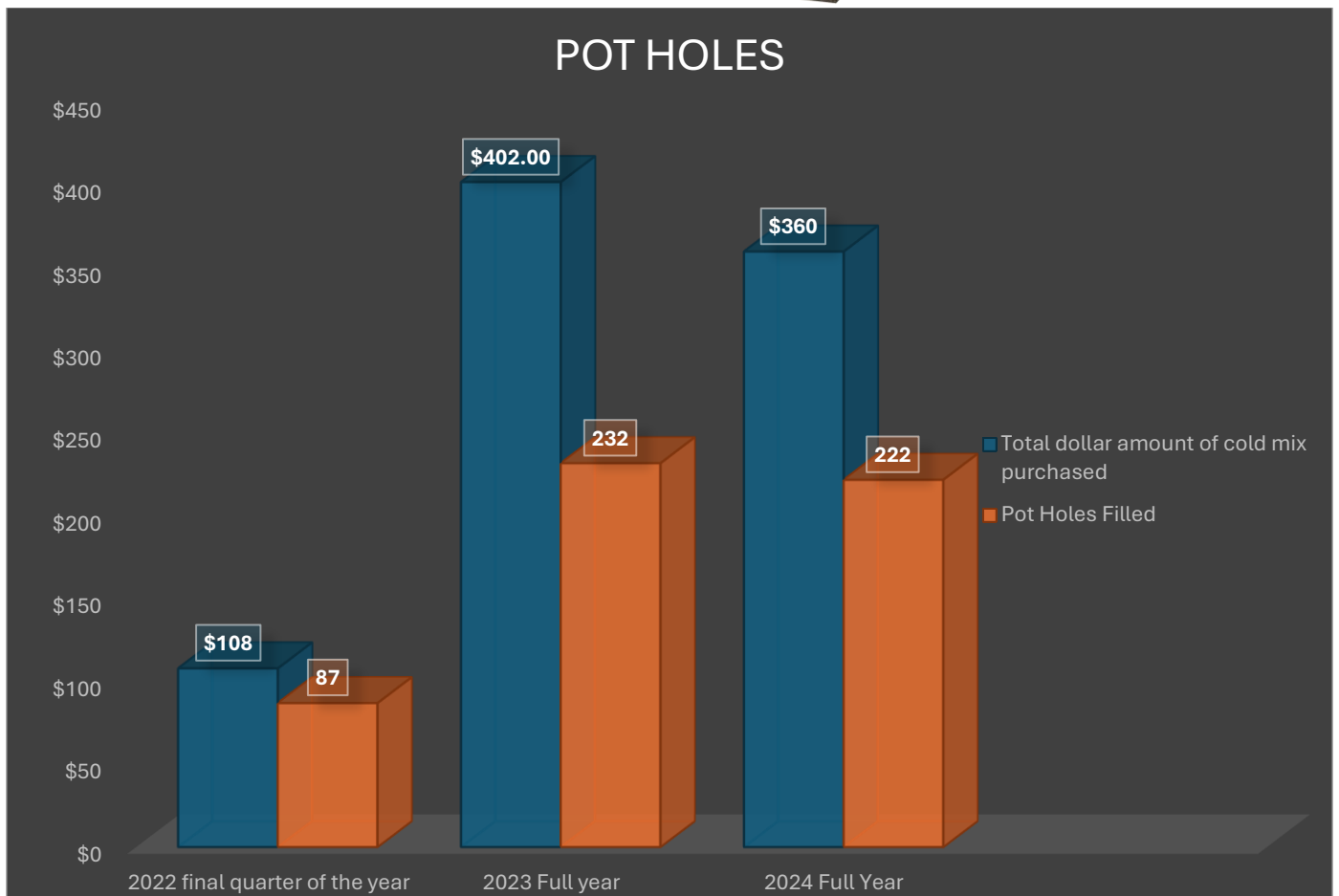
Parks and Streets Informational Stats Section



DOGGY WASTE BAGS

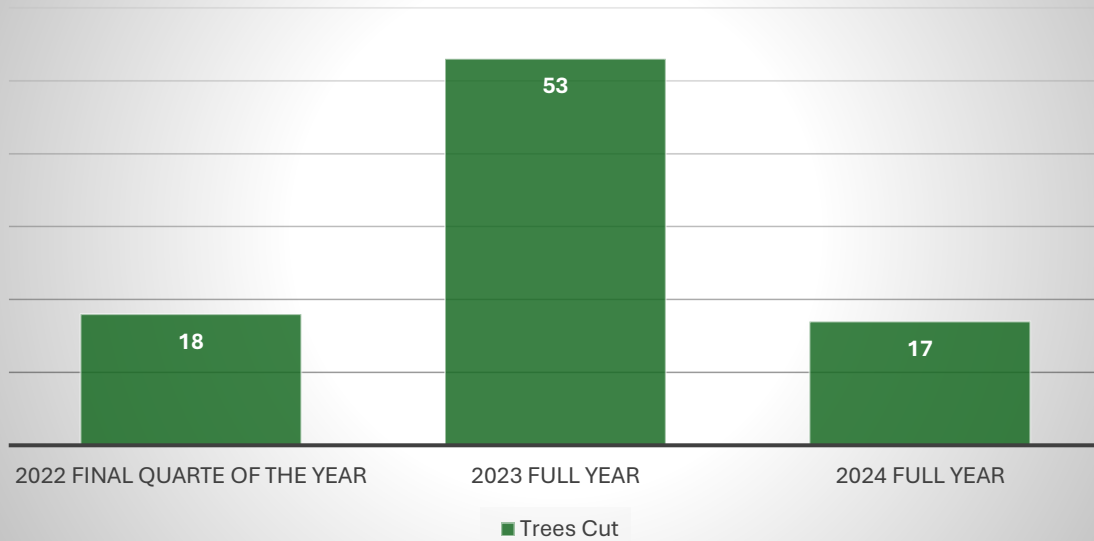
■ Cost per case ■ Rolls per case ■ Total spent on cases

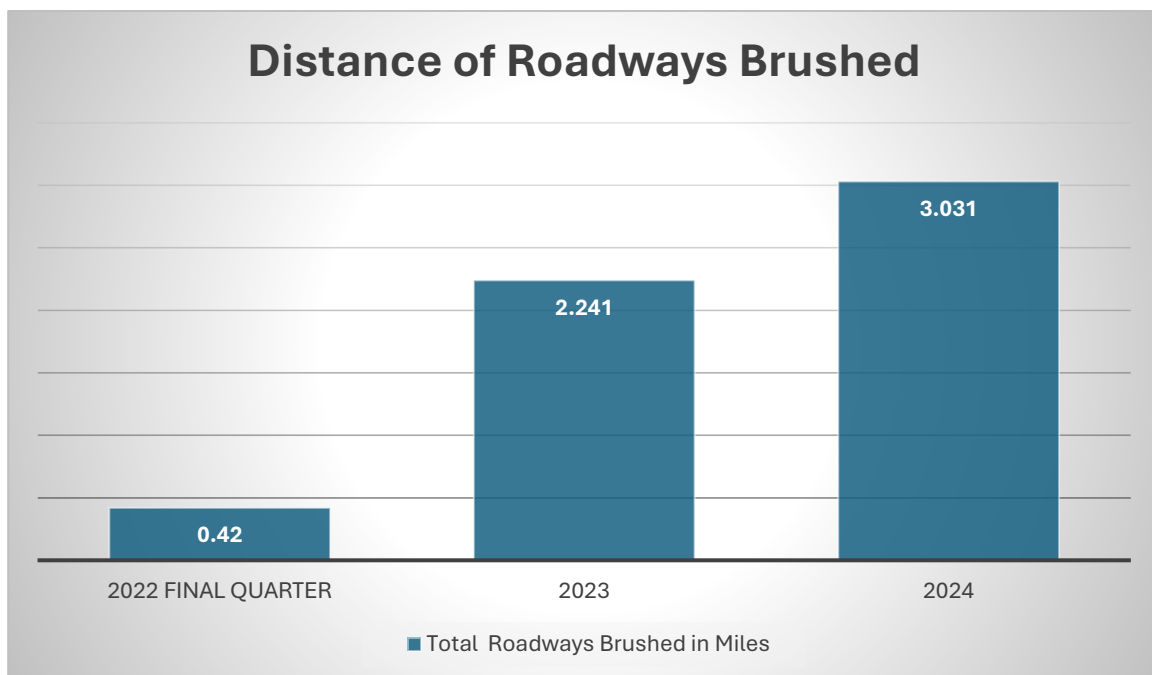






Trees Cut Down Along Roadways







Sister Bay Utilities Annual Report

2024

Village of Sister Bay
Door County, Wisconsin
January 2025

Overview

Sister Bay, Wisconsin is a rapidly growing and expanding community in the Door County Peninsula. This can be seen in many areas of the Utilities Department from water, wastewater and hauled waste flows, as well as service installations and number of customers. This report will go through updates that have been made in the wastewater treatment plant, sanitary sewer collection system and water distribution system, trend changes in the wastewater and water flows as well as the increase in utility customers over the last seven years, and some operational changes that have been implemented.

Utility Customers

The Village and Liberty Grove Sanitary District No. 1 is still experiencing rapid growth, with numerous developments of apartment complexes, condos and housing developments being constructed throughout the village. In total, seventeen meters were added to new developments in 2024.

Year	# Of Customers
2018	1,318
2019	1,367
2020	1,399
2021	1,429
2022	1,467
2023	1,491
2024	1,508

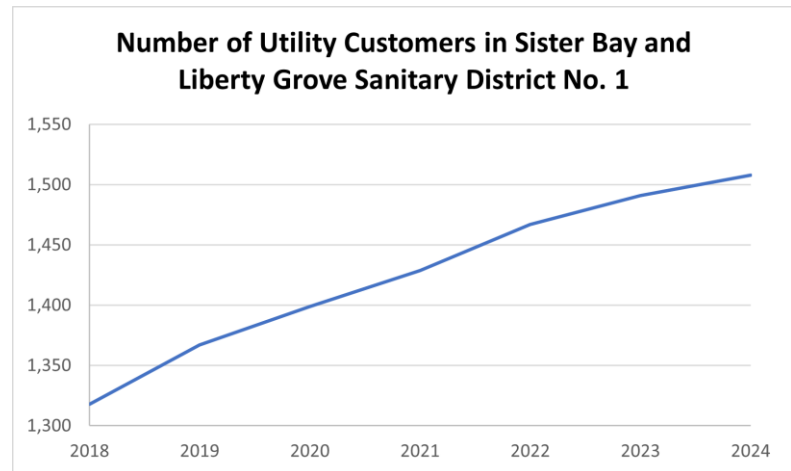


Figure 1.0 - From 2018 to 2024 Sister Bay and the Liberty Grove Sanitary District No. 1 has added 190 new utility customers with 17 new customers added in 2024.

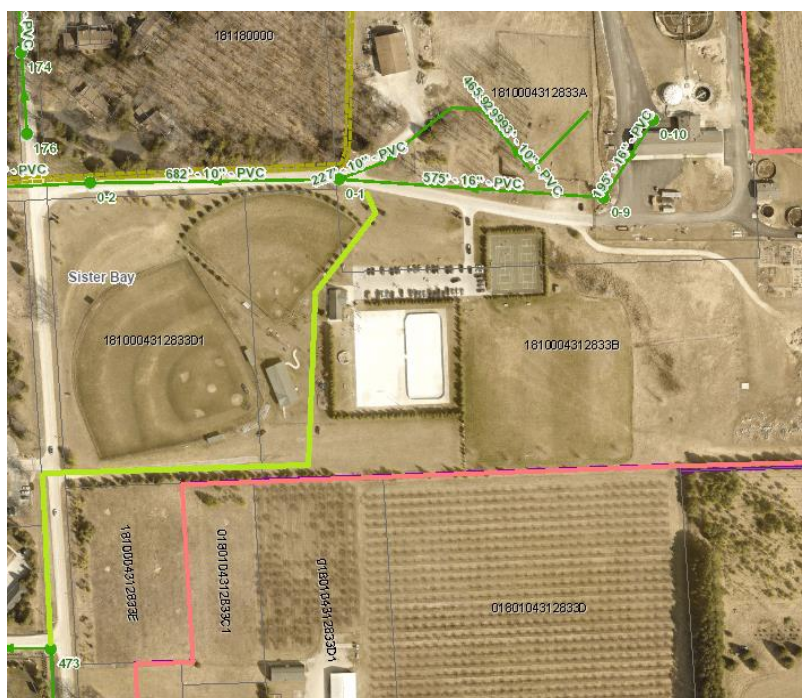
Figure 1.0

Utility Extension Projects

The Utilities Department was involved in planning an extension to the sanitary sewer collection system to provide sanitary sewer service to the new Parks Maintenance Facility and Sports Complex. This addition to the village sanitary sewer collection system will take place in 2025, and the new assets that will be added to the sanitary collection system are itemized below, as well as pictures illustrating the collection system that will be installed for the Parks Maintenance Facility.

Asset	Number Proposed
Manhole	5
Sanitary Sewer Main	1,507 Linear Feet
Sanitary Sewer Lateral	3
Water Service Lateral	1
Main Valve	1

Picture 1.0 - GIS photograph showing the proposed route of the sanitary sewer collection main that will be added to the collection system to provide sanitary sewer service to the Parks Maintenance Facility and the Sports Complex.



Picture 1.0

Water System Maintenance and Repairs

In 2024 we performed annual maintenance and repaired many aspects of the water distribution system. Annually, operators flush all the hydrants and operate all the main valves in the village and Liberty Grove Utility District No. 1 to ensure proper operation and to identify any potential problems. In January a large leak was located in a residence near Little Sister Road with an estimated water loss of 275,000 gallons. The leak was repaired, and we noticed a significant drop in water usage instantly. There were two other water service leaks located in the village which were also promptly repaired. One in February with an estimated water loss of 60,000 and one in October, due to a contractor damaging a water service line, with an estimated water loss of 3,000 gallons. Two new check valves were installed on the booster pumps that transport water from the standpipe to the water tower. The original check valves were discovered to be leaking allowing backflow between the two structures.

Public Water System Sanitary Survey

In October, the Village of Sister Bay Public Water System completed a DNR sanitary survey. The purpose of a sanitary survey is to evaluate the Village's source, facilities, equipment, operation, maintenance, and management as they relate to providing safe drinking water. The sanitary survey is also an opportunity to update the Department's records, provide technical assistance, and identify potential risks that may adversely affect drinking water quality. During the sanitary survey, no significant deficiencies or non-significant deficiencies were identified.

Bacteriological Laboratory Certification

The laboratory gained certification through the Wisconsin Department of Agriculture, Trade and Consumer Protection to analyze drinking water for bacteriological contamination in 2022. With this new certification, we started testing our own well water for bacteriological contaminants as well as allowing

private well owners and other public water systems needing bacteriological analysis to drop off samples for testing with the cost of \$30.00 per sample. In 2024, we tested 50 public water system samples, 32 private well owner samples and 48 Sister Bay public water system samples for bacteriological contamination.



Picture 1.1 – Hydrant on Maple Drive that was hit and was reported by a pedestrian walking by who noticed the damage.



Picture 1.2 – The new check valves that were installed on the booster pumps at Well #2.



Picture 1.3 – Hydrant 254 was classified as a flushing only hydrant, not for fire flow due to low residual pressure while performing fire flow tests.



Picture 1.4 – The chlorine pump at Well #3 was brought up to DNR code requirements and received after-the-fact water system facilities plan and specification review and approval.



Picture 1.5 – The 4-mesh vent screen that was installed on the Jungwirth Court water tower to meet DNR code requirements.

Well Water and Influent Flows

Even with many new residents coming to the Village, the distribution systems water consumption dropped significantly in 2024, with a drastic drop in usage of 12.9 million gallons from 2023 to 2024. The influent flow experienced a slight increase of 0.1 million gallons from 2022 to 2023.

Year	Water Flow (MG)
2018	71.1
2019	84.8
2020	80.5
2021	78.3
2022	89.6
2023	87.2
2024	74.3

Figure 1.1 – In 2024 we had a significant decrease of water flow. The water flow and influent flow totals are very close, meaning little water was lost.

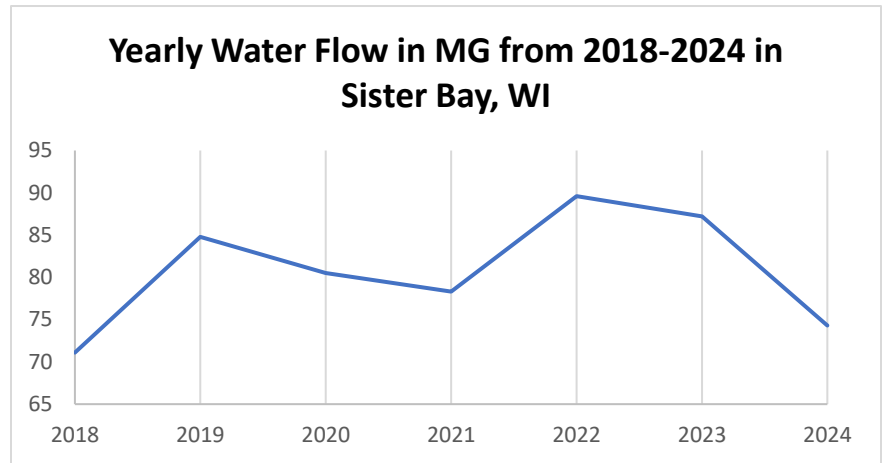


Figure 1.1

Year	Water Flow (MG)
2018	74.6
2019	75.8
2020	69.0
2021	69.2
2022	74.5
2023	70.6
2024	70.7

Figure 1.2 – In 2024 we had an increase of only 0.1 MG of influent that was treated at the wastewater plant. This graph, along with the yearly water flow show a steady trend of water and sewer usage for 2024.

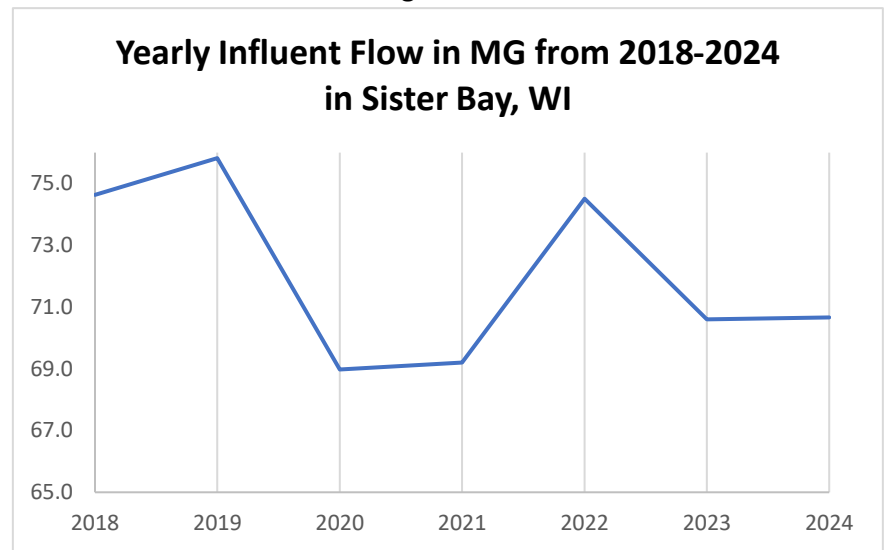


Figure 1.2

Hauled Waste

The wastewater treatment plant experienced a significant increase in hauled waste flows in 2023. Almost a million gallons more of holding tank and septic tanks wastes were brought to be treated at the wastewater plant in 2023 than in 2022.

Month	Hauled Waste (MG) 2022	Hauled Waste (MG) 2023	Hauled Waste (MG) 2024
January	0.3043	0.3477	0.3812
February	0.2214	0.2447	0.2858
March	0.2450	0.3121	0.3069
April	0.4153	0.3795	0.3909
May	0.533	0.7416	0.7262
June	1.0321	1.1065	1.0677
July	1.2022	1.3593	1.6382
August	1.2517	1.3155	1.3959
September	0.9093	0.9083	1.0410
October	0.8418	1.1348	0.7901
November	0.4329	0.4329	0.3884
December	0.4004	0.357	0.3669
Total:	7.8	8.6	8.8

Figure 1.3 – A month to month comparison of hauled waste flows from 2022-2024. There was an increase of 0.2 MG of hauled waste flow in 2024.

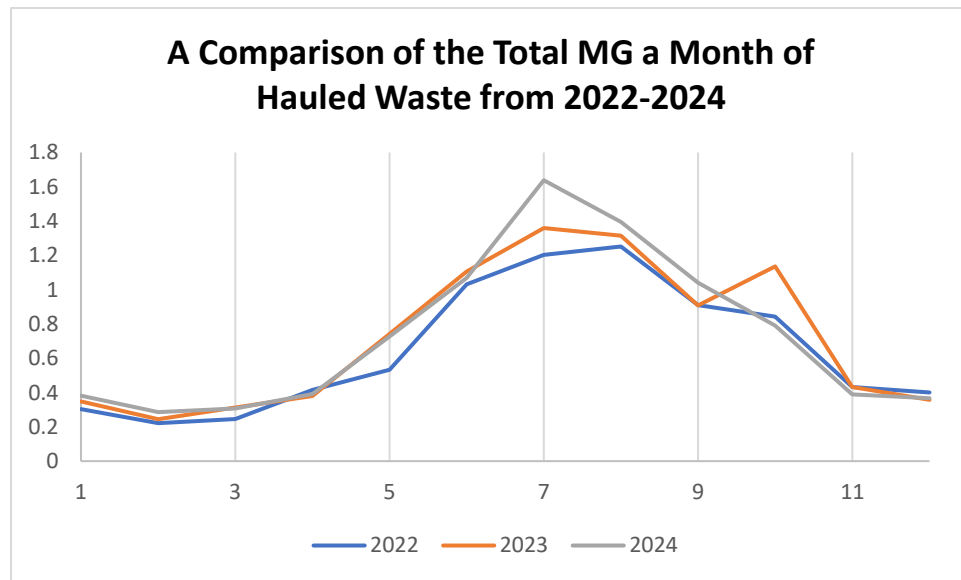


Figure 1.3

Wastewater Treatment Plant and Collection System Improvements

The wastewater treatment plant and sanitary collection system underwent many improvements in 2024. Multiple pieces of equipment were repaired or replaced in 2024 including a new concentrated sludge pump, repair on one of the aeration drives, new pumps installed in Mill Road Lift Station and Waters End Lift Station, a new check valve was installed on the main lift pump #1, a new pretreatment blower filter was installed, and a new generator was installed at the Little Sister Lift Station.



Picture 1.6 – Disc aerator drive that was leaking oil and was repaired.



Picture 1.7 – New check valve that was installed on the main lift station pump #1.



Picture 1.8 – New pretreatment blower intake filter and diffuser was installed.



Picture 1.9 – Hauler overflow that occurred at the WWTP and was reported to the DNR. Notice was sent to the Peninsula Pulse for public notification as well as posted on the village website.



Picture 1.10 – New concentrated sludge pump that was installed by Crane Engineering.



Picture 1.11 – New Little Sister Lift Station generator that was installed by Crane Engineering.

Personnel Achievements

In 2024, the Utilities Department had outstanding personnel achievements. Tim Nelson continued his education and gained certification in the solids separation subclass and laboratory subclass for his wastewater operator certification. Tim also received the Grade 1 experience level for his municipal waterworks certification through his time working in the Utilities Department. David Blok received his wastewater operator certification as well as the sanitary sewer collection system subclass certification. Bob Lang, a Utilities Department employee since 1999 officially retired in September. Bob was an outstanding employee, dedicated to providing safe drinking water and sanitary sewer services for the Village of Sister Bay residents, businesses and visitors throughout his employment. The retirement of Bob had a huge impact on the Utilities Department as his experience and knowledge of the system was unmatched.



Picture 1.12 – Retired operator Bob Lang with his retirement cake. The Village of Sister Bay Utilities Department would like to thank Bob for 25 years of employment.

Conclusion

Many improvements were made to the Utilities Department in 2024, and many challenges were faced. These are some of the biggest improvements that have been made. The Utilities Department has advanced significantly in the year. All the operators have been gaining more knowledge and experience daily and growing more and more comfortable performing very specialized tasks on important and dangerous equipment. Every day the operators are being trained and learning about something new or something that has never been encountered here before and hopefully we can continue that trend of improving our process and learning from it.

AGENDA ITEM 9

Committee Reports

Click on the link below to access the various committee reports for this meeting:

<https://storage.googleapis.com/juniper-media-library/57/2025/01/Committee Reports - January.pdf>

AGENDA ITEM 10

Matters to be placed on a future agenda, or referred to a committee, official or employee

AGENDA ITEM 11 – Executive Session

Motion to convene into Closed Session pursuant to Wis. Stats., §1985.(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, re: Village Administrator Annual Performance Evaluation.