

VILLAGE BOARD MEETING

TUESDAY, DECEMBER 17, 2024 – 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 Minutes: November 19, 2024 Regular Board Meeting and December 12, 2024 Special Board Meeting
5. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
6. Public Hearing: Utility Rate Study
7. Ordinances/Resolutions
 - a) Res. 2024-020; Establishing Various Rates for Water and Sewer Utility
 - b) Res. 2024-021; Fee Schedule
8. Discussion/Action Items
 - a) Post Office
 - b) Tax Assessor Discussion, Re: 2025 Tax Levy
 - c) Tax Levy Timeline
 - d) Contract; Administration Building; Construction Drawings; McMahon
 - e) Contract; Administration Building; Civil Site Design; Stantec Consulting
 - f) Monthly Financial Report and Appropriations
9. Staff Reports
10. Committee Reports (see below)
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
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).

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	

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

AGENDA ITEM 4

Approve Minutes: November 19, 2024
Regular Meeting and December 12, 2024
Special Board Meeting

1 **VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, NOVEMBER 19, 2024**
3 **(APPROVAL PENDING)**

4
5 **Agenda Item No. 1. Call Meeting to Order**

6 The November 19, 2024 meeting of the Village of Sister Bay Board of Trustees was called to order by
7 President Nate Bell at 6:00 P.M.

8
9 **Agenda Item No. 2. Roll Call**

10 Present: Trustees Nate Bell, Denise Bhirdo, Kurt Harff, Louise Howson, Lilly Orozco, Patrice Champeau
11 and Alison Werner.

12
13 **Staff:** Finance Director/Treasurer Volodymyr Gannik, Utilities Director Megan Barnes, Parks & Streets
14 Director Erik Linczmaier and Clerk Heidi Teich

15
16 **Others:** Laurel Harff, Amy Zacharias, Zack Zacharias, Mike Martin, Steve Musinsky, Rachel Stollenwerk,
17 Debra Fitzgerald, Ellie Soderberg-Guger, Karen Berndt, Chris Schmeltz, Christian McWhinney, Lissa
18 Parr, Myles Dannhausen, "Roger", and one other individual

19
20 **Agenda Item No. 3. Approval of Agenda**

21 *A motion was made by Howson, seconded by Orozco that the Agenda for the November 19, 2024*
22 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried – All*
23 *ayes.*

24
25 **Agenda Item No. 4. Approve Minutes – October 15, 2024 and October 21, 2024**

26 *A motion was made by Bhirdo, seconded by Orozco that the minutes of the October 15, 2024 regular*
27 *meeting be approved as presented and October 21, 2024 special meeting of the Village Board of*
28 *Trustees be approved as presented. Motion carried – All ayes.*

29
30 **Agenda Item No. 5. Comments, Correspondence and Concerns from the Public**

31 Correspondence received for this meeting included the Sheriff's Department Incident Report for the
32 third quarter.

33
34 Bell asked if anyone wished to make a public statement. Steve Musinsky – 10519 Fieldcrest Rd – was
35 recognized. Musinsky relayed concerns he had about a neighboring short-term rental (STR) property
36 at which the guests had lit a bonfire during recent serious drought conditions. He then suggested that
37 the village set a limit on campfires and bonfires used by STR guests. He further suggested that the
38 village require house numbers be placed at the edge of the driveway for emergency services as it is
39 difficult to identify addresses when the numbers are affixed to the home. Finally, Musinsky noted that
40 he has questions about the broadband service coming to Sister Bay, but no one from Bertram is
41 responding to multiple messages he has left.

42
43 **Agenda Item No. 6. County Supervisor Report**

44 County Supervisor Voight was unable to attend tonight's meeting.
45
46

1 **Agenda Item No. 7. Ordinances/Resolutions**

2 **a) Res. 2024-019; Village Hall Planning Task Force; Extend Responsibility to Three-Year Term**

3 The Village Hall Planning Task Force was originally set to dissolve in December 2024. The task force
4 has requested an extension for an additional year to continue work while they pursue grant funding
5 for desired renovations at the village hall. A formal resolution is needed to approve their request.

6
7 *A motion was made by Bhirdo, seconded by Orozco to approve Resolution 2024-019 which grants the*
8 *Village Hall Planning Task Force an additional year of organization until December 2025 as presented.*
9 *Motion carried – all ayes.*

10
11 **b) Ord. 2024-020; Adopting a Records Retention Policy for the Village of Sister Bay Water and Sewer**
12 **Utility**

13 The Sister Bay Sewer and Water Utility Committee has recommended a formal policy for records
14 retention, in alignment with requirements of the Wisconsin Public Records Board, Department of
15 Natural Resources, and Wisconsin Public Service Commission. An ordinance to that effect was included
16 in the meeting packet and has been reviewed at the committee level.

17
18 *A motion was made by Werner, seconded by Harff to adopt and pass Ordinance 2024-020, Adopting a*
19 *Records Retention Policy for the Village of Sister Bay Water and Sewer Utility, following approvals of*
20 *the State of Wisconsin Public Records Board, Department of Natural Resources and Public Service*
21 *Commission as presented. Motion carried – all ayes.*

22
23 **c) Ord. 2024-021; Amend Chapter 6; Alcoholic Beverages**

24 In October, the Village Board reviewed an ordinance updating Chapter 6 of the Municipal Code as
25 necessitated by the passage of 2023 Wisconsin Act 73 in December 2023. Teich noted that there was
26 a change to the draft previewed at the prior meeting to correct the form numbers of the alcohol
27 applications provided by the state which appear in §Sec. 6.10(2)(a).

28
29 *A motion was made by Werner, seconded by Harff to adopt and pass Ordinance No. 2024-021 updating*
30 *Chapter 6 of the Sister Bay Municipal Code pertaining to alcoholic beverages as presented. Motion*
31 *carried – all ayes.*

32
33 **Agenda Item No. 8. Discussion/Action Items**

34 **a) Administration Building; Design Approval**

35 Multiple designs for a new administration building were drafted and reviewed by the Parks, Property
36 & Streets Committee over the past several weeks and are coming to the board for approval tonight.
37 After its most recent meeting on November 4, 2024, the Parks Committee is recommending approval
38 of *Design C* as it appears in the meeting packet. With approval of a design, the village will proceed with
39 a Request for Proposals to generate construction drawings and obtain a final cost estimate. Display
40 boards with the three design options were posted at the fire station and made available for members
41 of the public to view.

42
43 Little discussion took place on the designs presented. Werner asked if there was unanimity on *Design*
44 *C* among the Parks Committee members and it was noted that Laszkiewicz was the only one opposed
45 to the project. Werner then reiterated the need for the new building and spoke in favor of *Design C*,
46 as did the other members.

47

1 *A motion was made by Howson, seconded by Orozco to approve Design Option C for a new*
2 *administration building as presented. Motion carried – all ayes.*

3
4 **b) Ice Rink; Friends Group Report**

5 Myles Dannhausen was present to update the board on the progress of the Friends of the Sister Bay
6 Ice Rink group to date. Dannhausen shared that the group, which includes Christian McWhinney, Kevin
7 Grant, Brian Fitzgerald, Jess Reinke, Elizabeth Grooms, Carrie Baldwin, Bobby Kroenig, Matt Stone, Ellie
8 Soderberg, Anne Dannhausen and Cole Vanderleest, among others, is continuing to work on obtaining
9 501(c)3 status. He stated that when the village commits its \$500,000 to the project, they will connect
10 with Brett Bicoy at the Door County Community Foundation to begin fundraising efforts through a
11 capital campaign. In addition to other fundraising efforts, the group had a booth at this past year's Fall
12 Fest. He further noted that volunteers have already spent time cleaning the rink surface to prepare it
13 for the coming season.

14
15 Dannhausen requested that the friends group enter into a management agreement with the village
16 for the new rink once built. The group would manage the rink in exchange for an annual contribution
17 from the village to cover operational costs. Dannhausen shared that a member of their group, Jess
18 Reinke, has substantial management experience and most recently served as director at the Kress
19 Pavilion in Egg Harbor.

20
21 In response to an earlier question about the ease of operating a chiller system, Dannhausen noted that
22 overall concerns with chiller systems are minimal. The systems work well, and very little training is
23 required. He spoke with other system operators who cited small issues with rodents who may get in
24 by the electrical cords. Bell asked if maintenance needs to be performed by specialists and
25 Dannhausen replied that most systems offer service contracts. Also, there is an option to rent a chiller
26 on a seasonal basis and maintenance of those rental units would not be the village's responsibility.

27
28 Howson spoke about the benefits of establishing an operating agreement and shared the example of
29 the SBAA agreement with the village for the shuttle bus. Bhirdo also clarified for Dannhausen that the
30 village has approved the \$500,000 commitment of funds for the 2025 budget year. Champeau asked
31 Dannhausen what additional costs the village would be responsible for after the initial fundraising.
32 Dannhausen noted that this would be negotiated in the operating agreement, but estimates that at
33 least \$30,000, which the village currently budgets for rink operations, would be reasonable, plus up to
34 \$55,000 annually for electric to run the chillers.

35
36 Dannhausen concluded by stating their aim is for the rink to be open five days a week from mid-Nov
37 to the end of February, and that he will contact the Community Foundation immediately and begin the
38 process of approaching donors to contribute to this project. He will provide additional updates as work
39 progresses and report back to the Parks, Property & Streets Committee.

40
41 **c) Development Agreement; Stollenwerk; Aquatic Facility; Highway 57**

42 A recommendation was forwarded from the Plan Commission to approve a development agreement
43 between the Village of Sister Bay and PCI Holdings, LLC, for the construction of an aquatic facility on
44 Sister Bay Parcel 181-00-08312813H on State Highway 57. The development is planned for completion
45 by November 19, 2026 and is subject to the conditions outlined in the draft development agreement
46 included in the packet for this meeting.

47

1 Howson inquired about the lighting, and it was noted that the conditions outlined on the second page
2 of the development agreement do address lighting. The proposed hours of operation are 6:00 AM to
3 8:00 PM. No additional discussion was held.

4
5 *A motion was made by Bell, seconded by Orozco to approve the development agreement between the*
6 *Village of Sister Bay and PCI Holdings, LLC, Rachel Stollenwerk – Agent, for the construction of an*
7 *aquatic facility on State Highway 57 as presented. Motion carried – all ayes.*

8
9 **d) Development Agreement; Eagle Mechanical; Contractor Sales and Service; Highway 57**

10 The Sister Bay Plan Commission has forwarded a recommendation that the village approve a
11 development agreement with Eagle Mechanical, Inc, for the construction of a contractor’s sales and
12 service facility on Parcel 181-00-08212831H along State Highway 57. The project is slated for
13 completion by November 19, 2026 and is subject to the conditions as outlined in the draft development
14 agreement included in the packet for this meeting. No additional comments were offered by the
15 trustees.

16
17 *A motion was made by Howson, seconded by Harff to approve the development agreement between*
18 *the Village of Sister Bay and Eagle Mechanical, Inc., Mark Nelson – Manager, for the construction of a*
19 *contractor sales and service facility on State Highway 57 as presented. Motion carried – all ayes.*

20
21 **e) Assessment Services Contract; Action Appraisers & Consultants, Inc.**

22 The village’s contract for assessment services expires this year. A renewal contract from the current
23 assessor, Action Appraisers & Consultants, was included in the meeting packet. The contracted price
24 offered is \$28,500 for the first year (which is the same as the village has been paying annually for the
25 past eight years), and \$48,920 for the following three years, which includes a full revaluation of village
26 properties in 2027. It was noted that there was a typo in the staff report which will be corrected before
27 the documentation is filed.

28
29 Amy and Zack Zacharias of Action Appraisers were in attendance at the meeting to respond to
30 questions regarding their services. Zacharias explained that prior contracts with the village were
31 executed in such a fashion that the village would always be kept in compliance with the state, whether
32 that require multiple market updates in subsequent years or simply maintenance services. During the
33 past contract period, Action Appraisers performed two market updates. This past year, the village was
34 at a 94% level of assessment, but has again fallen out of compliance since the release of the state’s
35 property report in early October.

36
37 Also included in the meeting packet was a proposal for services from Associated Appraisal Consultants,
38 Inc., who serves as assessor for the City of Sturgeon Bay and Towns of Gibraltar and Liberty Grove. The
39 proposed cost of their services is a total of \$150,000 spread over five years, plus revaluation costs.

40
41 *A motion was made by Werner, seconded by Howson to approve a contract for village assessment*
42 *services with Action Appraisers & Consultants Inc. through 2028 at a total cost of \$175,260 as*
43 *presented. Motion carried – all ayes.*

44
45 **f) CDBG Contract; Village Hall Renovations; Bay-Lake RPC**

46 Champeau explained the Village Hall Planning Task Force has allocated funds in the amount of \$10,000
47 to write a Community Development Block Grant (CDBG) as they pursue renovation of the village hall

1 as a community center. This is the first time the village is eligible for such a grant program, as low- to
2 moderate income levels of village residents now fall within the program criteria. A proposed contract
3 with Bay-Lake Regional Planning Commission to draft the grant application was included in the meeting
4 packet.

5
6 *A motion was made by Bhirdo, seconded by Orozco to approve a contract with Bay-Lake Regional*
7 *Planning Commission to draft a grant application for the Community Development Block Grant*
8 *program to renovate the village hall as a community center as presented. Motion carried – all ayes.*

9
10 **g) Design Services Contract; Village Hall Renovation & Restrooms; McMahon Group**

11 The Village Hall Planning Task Force is seeking approval to request architectural drawings for
12 renovations to the village hall based on earlier conceptual plans provided by Isaksen Architects. The
13 cost to enter into an agreement with McMahon Associates, Inc. to create the drawings is less than
14 \$25,000 and does not require a request for bids. A contract for services was included in the meeting
15 packet for the members to review. No additional discussion was held.

16
17 *A motion was made by Bhirdo, seconded by Harff to approve a contract with McMahon Associates for*
18 *the drafting of an architectural design and opinion of probable costs for renovations to the Sister Bay*
19 *Village Hall as presented. Motion carried – all ayes.*

20
21 **h) Animal Control Contract; M.R. Wildlife, LLC**

22 The Village of Sister Bay contracts with M.R. Wildlife, LLC for animal control services. The fees
23 associated with the contract, which expires at the end of the year, are \$100/month plus additional fees
24 for responding to an animal call, mileage reimbursement and related services.

25
26 *A motion was made by Bell, seconded by Orozco to renew the annual agreement between the Village*
27 *of Sister Bay and M.R. Wildlife, LLC, Mark Richard, for animal control services through December 31,*
28 *2025 as presented. Motion carried – all ayes.*

29
30 **i) Utility Rate Study**

31 The Sister Bay Water and Sewer Utility has been considering the methods by which it calculates rates
32 for treatment and collection. They desire to move to an annual review of rates, and assisted by the
33 village's auditor, have proposed several rate increases as outlined in the staff report included in the
34 meeting packet. It is the committee's goal to gradually introduce rate increases to cover the costs
35 associated with sludge handling, among other needs. A public hearing is proposed on this matter for
36 December 17, 2024 as part of the regular monthly village board meeting.

37
38 *A motion was made by Orozco, seconded by Werner to conduct a public hearing on increases to the*
39 *Sister Bay Water and Sewer Utility rates for treatment and collection services as presented. The hearing*
40 *will be scheduled for Tuesday, December 17, 2024 at or about 6:00 P.M. Motion carried – all ayes.*

41
42 **j) Fee Schedule Changes**

43 The 2025 fee schedule will be presented for approval at the December 17, 2024 board meeting.
44 Currently there are proposed changes for the Sister Bay Marina, and the utility is proposing increased
45 or additional fees for code violations. The trustees were asked for input on any additional were
46 recommendations for changes.

47

1 During the review process, Bell requested that a change be made to the Fee in Lieu of Parking. The
2 current rate is \$3000 per change of use. Bell proposed the fee be \$1000 per space, per year, with the
3 intention that this fee be used to address parking issues within the village. Bhirdo agreed with the
4 proposed rate and noted that there should be a maximum number of parking spaces a business would
5 be permitted to pay for. This will be forwarded to the Plan Commission for discussion.

6
7 Formal approval of the proposed 2025 fee schedule will be requested at the December meeting of the
8 Village Board of Trustees.

9
10 **k) Monthly Financial Report and Appropriations**

11 The financial statements through November were prepared and included in the meeting packet. No
12 questions were raised by the members.

13
14 *A motion was made by Bell, seconded by Werner to approve and pay the monthly bills in the amount*
15 *of \$623,320.23 as presented. Motion carried – all ayes.*

16
17 **Agenda Item No. 9. Staff Reports**

18 Staff reports provided for this meeting came from the Parks & Streets Director, Utilities Director,
19 Finance Director and Marina Manager. The trustees were invited to comment on any of the reports.

20
21 Bhirdo requested that the board agree to direct staff that no holiday decorations be lit until the
22 *Capture the Spirit* festival. The members concurred.

23
24 Bell complimented Gannik on his recent restructuring of village funds that will result in a small annual
25 increase in interest revenues in the coming year.

26
27 **Agenda Item No. 10 Committee Reports**

28
29 **Finance Committee:** The Finance Committee has not met.

30
31 **Fire Board:** The Fire Board has not met.

32
33 **Ad Hoc Green Tier Legacy Community Committee:** The Green Tier Legacy Community Committee
34 scheduled a meeting for November but was unable to secure a quorum of members. Schmelzer did
35 provide an informal update on a plastics baler to those members in attendance on November 14th.

36
37 **Historical Society:** Minutes of a recent Historical Society meeting were included in the packet.
38 Champeau reported that planning for Christkindl is well underway, and the vendor stalls are all filled.
39 The village bus will be utilized for shuttling visitors and Gibraltar school students are being asked to
40 serve as volunteers as they are able.

41
42 **Housing Committee:** Minutes of the November 12, 2024 meeting of the Housing Committee were
43 included in the packet. A question was raised on \$1000/sq. ft. cost noted for the Geneva Ridge homes
44 in Sturgeon Bay and a request was made to verify that figure and what is truly included in that price
45 (land, infrastructure, etc.).
46

1 **Library Commission:** Minutes of the October 14, 2024 meeting of the Library Commission were
2 submitted. Trustee Harff reported on recent repairs to the sprinkler system, which were unbudgeted,
3 but necessary. The library will also be looking for a new landscaper as the company they had contracted
4 with is not renewing for the coming year.

5
6 **Marina Committee:** The Marina Committee met on October 16, 2024 and minutes of that meeting
7 were included in the packet. Werner noted that there was a meeting last week, but minutes were not
8 ready in time for this meeting. The committee will be working with the utility to negotiate the costs
9 associated with water consumption after a large leak was discovered at the marina. In addition, the
10 marina will also see increased costs in 2025 for sewer collections.

11
12 **Parking Committee:** The Parking Committee has not yet met.

13
14 **Parks, Property & Streets Committee:** The Parks, Property & Streets Committee minutes from
15 November 4, 2024 were submitted by Schmelzer. Howson brought up the use of the village bus during
16 Christkindlmarkt and commented that the previous bus was not suited for winter driving, but had new
17 tires, which helped. Orozco added that the village will be paying the associated bus costs (gas, driver
18 wages) for Christkindlmarkt according to available funds in the transportation account. Amounts
19 exceeding the village's funds will be billed to the Historical Society.

20
21 **Personnel Committee:** The Personnel Committee has not met.

22
23 **Plan Commission:** Minutes from the October 22, 2024 meeting of the Plan Commission were included
24 in the meeting packet. No additional questions were asked.

25
26 **SBAA:** No minutes were provided. Orozco noted that a special meeting was held to discuss an incident
27 which occurred during Fall Fest. To address this issue, all future parade participants will be required
28 to register in advance and updated rules and regulations will be enforced.

29
30 **Tourism Zone Commission:** No minutes were provided. Howson reported that the tourism zone will
31 meet with Destination Door County on Dec. 5, 2024 to discuss the upcoming year's strategic plan. She
32 also noted that room taxes are up for the year overall despite decreased occupancy due to increased
33 room rates.

34
35 **Sewer and Water Utility Committee:** The Sewer and Water Utility met on October 29, 2024 and
36 November 12, 2024. Minutes of both meetings were included in the packet for the members to review.

37
38 **Village Hall Planning Task Force:** Minutes of the November 12, 2024 meeting of the Village Hall
39 Planning Task Force were included in the meeting packet. Bhirdo pointed out that the minutes refer
40 to an item of correspondence received by the task force members at an earlier meeting. However,
41 because that correspondence was sent directly to the committee members and not staff, it was not
42 accessible to the public. After a brief conversation, it was agreed that correspondence sent directly to
43 committee members should be forwarded to staff by the Chair for proper action and filing.

44
45 *A motion was made by Orozco, seconded by Howson to approve the various committee reports as*
46 *presented. Motion carried – all ayes.*
47

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

3
 4 The following items were recommended for future discussion:

- 5 • A public hearing on rates increases to the Sewer and Water Utility Collections System
- 6 • Approval of the Village of Sister Bay 2025 Fee Schedule
- 7 • The maximum number of parking spaces for which a business pays the Fee in Lieu of parking
- 8 to be addressed by the Plan Commission
- 9 • Werner requested a conversation about garbage requirements in the off-season

10
 11 *The next regular meeting of the Sister Bay Village Board of Trustees will take place on Tuesday,*
 12 *December 17, 2024 at the Sister Bay Liberty Grove Fire Station at 6:00 P.M.*

13
 14 **Agenda Item No. 12 Executive Session**

15 **a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(e)**
 16 **deliberating or negotiating the purchasing of public properties, the investing of public funds, or**
 17 **conducting other specified public business, whenever competitive or bargaining reasons require a**
 18 **closed session, more particularly to discuss the offer to purchase 2313 Mill Road. Also, discussion**
 19 **may include, pursuant to Wis. Stats. §19.85(1)(g), conferring with legal counsel for the governmental**
 20 **body with respect to litigation in which it is or is likely to become involved, regarding Knowles-**
 21 **Nelson Stewardship Program Grant No. UGS3-166, public parking lot on Mill Road.**

22
 23 *At 7:55 P.M., a motion was made by Bell, seconded by Orozco to convene into Closed Session pursuant*
 24 *to Wis. §19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of*
 25 *public funds, or conducting other specified public business, whenever competitive or bargaining reasons*
 26 *require a closed session, more particularly to discuss the offer to purchase 2313 Mill Road; and, Wis.*
 27 *Stats. §19.85(1)(g), conferring with legal counsel for the governmental body with respect to litigation*
 28 *in which it is or is likely to become involved, regarding Knowles-Nelson Stewardship Program Grant No.*
 29 *UGS3-166, public parking lot on Mill Road. A roll call vote was taken on the motion and the members*
 30 *voted in the following manner:*

31
 32 *Bell - aye; Bhirdo – aye; Champeau – aye; Harff – aye; Howson – aye; Orozco – aye; Werner – aye*

33
 34 *Motion carried.*

35
 36 **b) Motion to Reconvene into Open Session**

37 **c) Motion for Action, if Appropriate**

38
 39 *A motion was made by Werner, seconded by Orozco to adjourn the November 19, 2024 meeting of the*
 40 *Village Board of Trustees at 8:43 P.M. from Closed Session with no action to be taken. Motion carried*
 41 *– all ayes.*

42
 43 Respectfully submitted,

44 

45 Heidi Teich
 46 Village Clerk

47

SPECIAL VILLAGE BOARD MEETING MINUTES
Thursday, December 12, 2024
(Approval Pending)

Agenda Item No. 1. The December 12, 2024 special meeting of the Village Board of Trustees was called to order by President Nate Bell at 5:30 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 and Clerk Heidi Teich

Others: Adam Ruechel of R.W. Baird & Associates, Amber Drewieske of CliftonLarsonAllen LLP, Karen Berndt, Laurie Harff, Ryan Schley, Roger & Paula Oakdale, Margaret Connor, Ron Kane, John McMurray, Tim Mueller, "rweul", Deb Fitzgerald, Roman Collak, Steve Uelner, Myles Dannhausen, "Sharri", "Mike", Ken Church, Jim Salinsky, Joe Fox, "Andrea"

Agenda Item No. 3. Approval of the Agenda

A motion was made by Howson, seconded by Orozco that the Agenda for the December 12, 2024 meeting of the Village Board of Trustees be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Comments, correspondence, and concerns from the public

Correspondence for this meeting was received from Meg Ziegelmann, who expressed concern over the 2024 tax bill increase and its adverse effect on those residents who are retirees and are facing increasing Medicare costs. Correspondence was also received from County Treasurer Ryan Schley, outlining some of the considerations and expenses involved in a reprint of the annual tax bills.

President Bell asked if anyone wished to offer any additional comments. Roman Collak, 10534 Cherrywood Ct, and Roger Oakdale, 10687 Commodore Cir, both spoke on notices that received today about the termination of the Village's contract with the local post office. Bell responded that he will be speaking with USPS tomorrow and would get back to them with more information after that call.

Agenda Item No. 5. Discussion/Action Items:

a) Resolution 2024-021; Amending the CIP and 2025 Budget

A recommendation to cut approximately \$330,000 from the 2025 Capital Improvement Plan (CIP) and budget was forwarded by the finance committee to address the unexpected tax increase property owners found on their 2024 tax bills last week. An applicable resolution was included in the meeting packet if the discussion of the board led to take such action.

Adam Ruechel of Baird & Associates, the village's financial advisor, and Amber Drewieske of CliftonLarsenAllen LLP, the village's auditor, were present to participate and respond to questions during tonight's meeting. Ruechel briefly outlined his role in assisting the village's new

1 finance director during the budget process and development of the CIP. Together they followed
2 the same processes that have been done for at least the past seven years to prepare the budget,
3 present it to the board for approval, and submit the necessary paperwork to the state and county
4 for tax bill preparation. It was only after the tax bills were received that staff learned that taxes
5 had increased despite a flat mill rate. In reviewing the mill rate worksheets from past years,
6 Ruechel and Gannik discovered that the Tax Incremental District (TID) values available during
7 the budget approval meeting differed from the values provided by the Department of Revenue
8 (DOR) and were used to calculate the tax bills.

9
10 Drewieske stated that the calculations made are not in error and the village has not exceeded its
11 levy. There is a process issue at play here. Because the finalized TID values are not known until
12 mid-November when posted by the DOR, a projection is used during the budget process and
13 perhaps this needs to be communicated differently going forward. One reason why not using
14 the finalized TID values in the budget made such a significant difference this year is that the
15 village underwent a revaluation last year, which changed the assessment ratio by -10%. This has
16 the direct opposite effect on tax calculations. There were also corrections to the assessment roll
17 in 2024 that impacted the total assessed value.

18
19 Drewieske reiterated that, from an audit viewpoint, the village is not facing a non-compliance
20 issue. However, tax rebates cannot be issued without recalculating and reissuing the tax bills,
21 which comes with its own related costs. However, there is a bigger picture to consider. The TID
22 increment is doing what it is supposed to do. There are unrecovered costs from the start of the
23 TID that are being paid back by TID increment. Reducing the operational levy must happen
24 through debt service on the levy limit worksheet, and that means that debt service now needs to
25 be paid by the general fund. The village is currently not levying the full amount of the debt, and
26 a further reduction of \$330,000 means that any future levy increases would be limited to the value
27 of net new construction or 3%. Net new construction for 2024 was 2.5%, and inflation was over
28 3%. These factors need to be taken into account when evaluating the village's financial stability
29 for the future, knowing how hard the village has worked to improve its general fund balance
30 over the past several years and not wanting to lose that.

31
32 It was noted that \$35 million in assessment errors in the past year occurred, which also impacted
33 the TID values. Assessors do have a year to correct errors, so they were not acting improperly
34 when reporting corrections this year. The board requested that a more detailed accounting of
35 those errors be provided so they can better understand how those under-reported values for 2023
36 affected this year's TID value. Schmelzer will ask the to attend the regular board meeting next
37 week.

38
39 To date, the county treasurer's office has collected approximately \$321,000 in taxes to date.
40 Schmelzer reported that there would be significant costs associated with reprinting the tax bills
41 and having county staff issue refunds. An exact cost estimate is not available at this time, nor is
42 there a timeline available of when a reprint could take place as the county has a primary
43 responsibility to collect taxes for all Door County municipalities.

44
45 Schmelzer shared the opinion from the village's attorney that tax bills can only be redone if they
46 are "unjust" or "illegal". Ruechel, through his conversations with the DOR, and Drewieske did
47 not discover anything "unjust" or "illegal" in the village's process. Ruechel stated that the DOR

1 does allow tax bills to be redone, but there would be more work to be done to modify the levy
2 limit worksheets, and reduce the debt component. If the board chooses to take this route of
3 adjusting the tax bills, an applicable motion to that effect would be needed. The DOR further
4 recommended that the reprint be done after the February Settlement so that all taxpayers have
5 the opportunity to pay the first half of the tax. The tax bills could then be adjusted to reflect the
6 difference owed in the second installment, while those who paid in full would receive a refund.
7 Drewieske reminded the group that it would be a manual process for the county to enter
8 individual taxpayers as vendors to issue those refunds, which will take time and resources that
9 come with their own costs.

10
11 Bell stated that the board received a lot of information tonight, and, if there is no immediate
12 deadline to report back to the DOR with their decision, he would like to take additional time to
13 consider this issue before any final decisions are made. Bhirdo also stated that she would like
14 another conversation on this topic. Howson requested a detailed timeline of all actions, and all
15 parties involved, regarding tax preparation be available for discussion at their next meeting.

16
17 Orozco, who was unable to attend the Finance Committee meeting earlier this week, agreed that
18 more time to process all the information they received tonight would be warranted as she felt she
19 did not know what the correct decision is right now.

20
21 Champeau was reassured that the village's process for tax calculation is not unlawful and agreed
22 that a decision cannot be made based on the information they have at this time.


23
24 Werner thanked Drewieske for making herself available and sharing some implications of
25 returning the funds should the board ultimately decide to do that. Harff was also of the opinion
26 that acting today could incur more and costs and problems to the community. He returned to
27 the idea shared by resident Dick Burress at the Finance Committee meeting to leave the tax bills
28 as is for now and make adjustments later.

29
30 *It was the consensus of the board to continue discussion on the best means to address the unexpected*
31 *increase in 2024 tax bills at the regular meeting of the Village Board to take place on Tuesday, December*
32 *17, 2024.*

33
34 **Agenda Item No. 6 Adjourn**

35 *At 6:26 P.M. a motion was made by Werner, seconded by Champeau to adjourn the December 12, 2024*
36 *meeting of the Village Board of Trustees. Motion carried – all ayes.*

37
38 Respectfully submitted,

39 

40 Heidi Teich,
41 Village Clerk

AGENDA ITEM 5

Comments, Correspondence and
Concerns from the Public



Introducing Local Government Basics

From league <league@lwm-info.org>

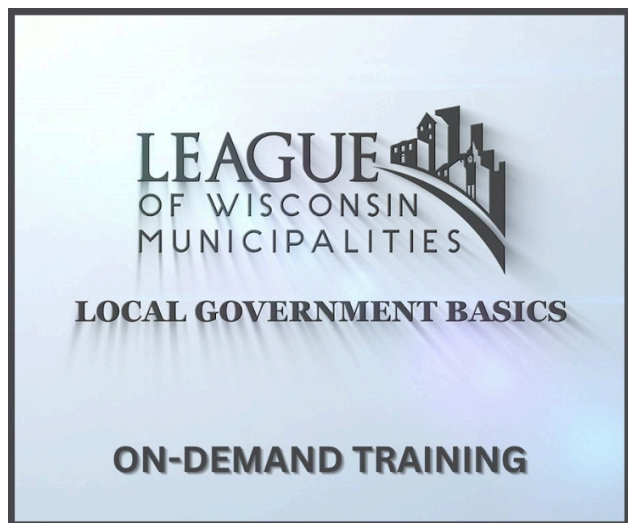
Date Thu 11/21/2024 1:03 PM

To league <league@lwm-info.org>

Greetings!

Newly elected local officials spend countless hours of their own time learning about their unique municipality. [Local Government Basics](#) is the League's new resource for educating newly elected officials on Public Records, Open Meetings Law, Working with Municipal Staff, Boards and Commissions, Roberts Rules, and more!

Members will watch a series of short videos that explain dense concepts in easy-to-understand language with knowledge checks included. This training is offered online and On-Demand through the sponsorship of the League Insurance program. It allows members to get the basics they need to know in a fraction of the time and at their own pace. The cost for 365 days of access to this program is \$95. A great opportunity for your newly elected officials as they start their new role!



Share with your elected officials today!

Thank you,

League of Wisconsin Municipalities

www.lwm-info.org

League of Wisconsin Municipalities

316 W. Washington Ave, Suite 600

Madison, WI 53703

Main Phone: 608-267-2380

AGENDA ITEM 6

Public Hearing: Utility Rate Study



Public Hearing Notice Sanitary Sewer and Hauled Waste Rate Increase Hearing

The Sister Bay Board of Trustees will hold a public hearing at the Sister Bay Liberty Grove Firestation at 2258 Mill Road or via video conference and teleconference on **Tuesday, December 17, 2024, at 6:00 P.M.** or shortly thereafter, for the purpose of considering changes to the sanitary sewer and hauled waste rates for all Utility customers. The public will be able to access the meeting by dialing into 1-301-715-8592 and using meeting ID:443 990 1723 and password: 304078 or by using the following web address:

<https://zoom.us/j/4439901723?pwd=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.1&omn=97063638580>

In summary, the changes would increase:

- Sewer fixed charges for Sister Bay customers – 15%
- Sewer volume charges for Sister Bay customers – 15%
- Sewer fixed charges for Liberty Grove Utility District customers – 15%
- Sewer volume charges for Liberty Grove Utility District customers – 15%
- Unsewered volume charges for Sister Bay Customers –
 - Holding Tanks: 25%
 - Septic Tanks: 25%
- Unsewered volume charges for Liberty Grove Utility District customers and Out of Area customers –
 - Holding Tanks: 25%
 - Septic Tanks: 25%
- High strength waste surcharges –
 - Flow: 25%
 - BOD: 25%
 - SS: 25%
 - P: 25%

The purpose of this public hearing is to allow customers to explain how their interests are affected, how the public is affected, and to bring out any facts pertinent to the proposed rate increase. All interested parties are urged to attend and give testimony.

A copy of the complete proposed sewer rate study is on file at the Village Administrator's office and may be viewed at 2383 Maple Drive weekdays between 8:00 a.m. and 4:00 p.m. The proposed rate increase is also available on the Village web site at www.sisterbaywi.gov.

Written testimony including email will also be accepted at the Sister Bay Administration Building, 2383 Maple Drive, Sister Bay, WI 54234, (FAX 920-854-9637) until 3:00 p.m. on the day of the hearing. Letters will be available for public inspection during normal business hours until the close of

business on the day of the hearing. Letters will be entered into the record; a summary of all letters will be presented at the hearing, but individual letters will not be read. Anonymous correspondence will not be accepted.

A meeting of the Board of Trustees will be conducted following the hearing.

By order of the Utility Committee of the Village of Sister Bay,

Kara Kroll
Utility Clerk
Kara.kroll@sisterbaywi.gov



Village of Sister Bay

BOARD OF TRUSTEES

Meeting Date 12/17/2024

Recommendation:

It is the recommendation by the Sewer and Water Utilities Committee that the Board of Trustees accept the proposed sewer rate increase that has been prepared by Robert E Lee, Clifton Larson Allen and staff. It is the recommendation that the following charges be changed by the percentages specified below:

- Sewer fixed charges for Sister Bay customers – 15% (changes to \$175.49 per quarter)
- Sewer volume charges for Sister Bay customers – 15% (changes to \$4.86 per 1,000 gallons)
- Sewer fixed charges for Liberty Grove Utility District customers – 15% (changes to \$143.75 per quarter)
- Sewer volume charges for Liberty Grove Utility District customers – 15% (changes to \$4.49 per 1,000 gallons)
- Unsewered volume charges for Sister Bay Customers –
 - Holding Tanks: 25% (changes to \$19.50 per 1,000 gallons)
 - Septic Tanks: 25% (changes to \$111.25 per 1,000 gallons)
- Unsewered volume charges for Liberty Grove Utility District customers and Out of Area customers –
 - Holding Tanks: 25% (changes to \$23.38 per 1,000 gallons)
 - Septic Tanks: 25% (changes to \$132.38 per 1,000 gallons)
- High strength waste surcharges –
 - Flow: 25% (changes to \$5.98 per 1,000 gallons)
 - BOD: 25% (changes to \$1.66 per 1,000 gallons)
 - SS: 25% (changes to \$1.06 per 1,000 gallons)
 - P: 25% (changes to \$16.56 per 1,000 gallons)

It is recommended that these rate increases be implemented at the beginning of the first quarter of service (January 1, 2025), which would be billed at the end of March.

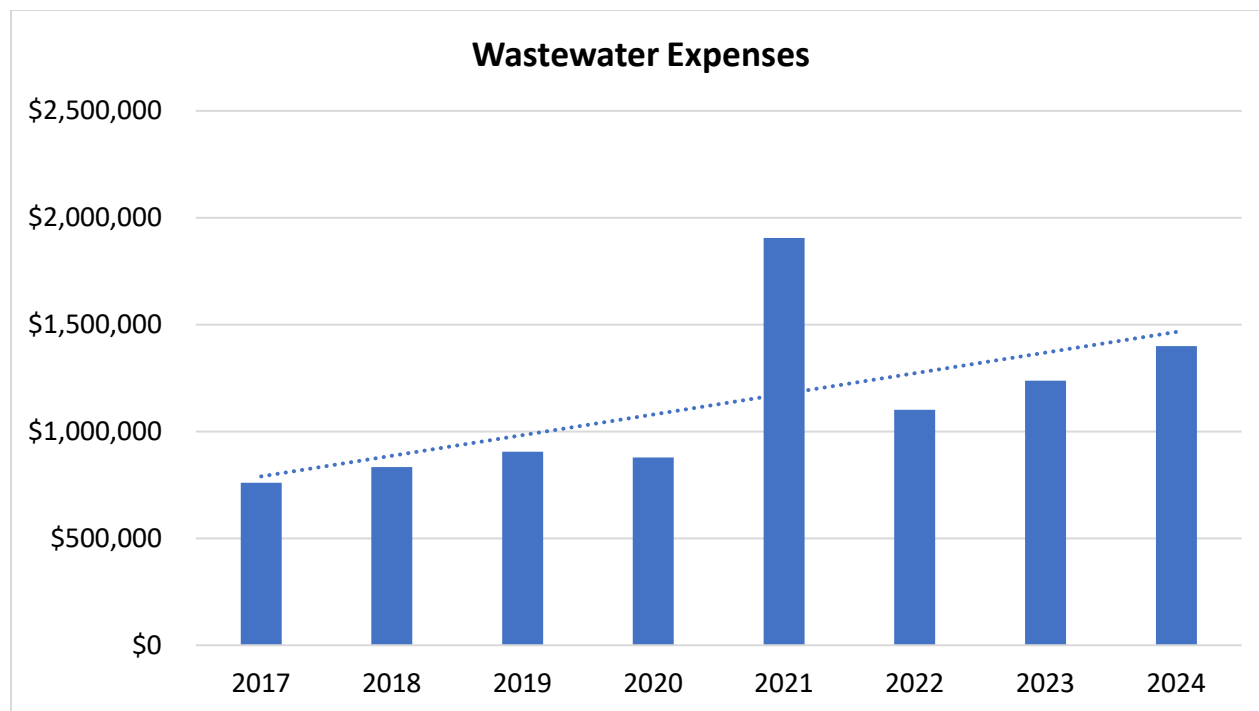
Every two years the village reviews their sewer rates (water rates are reviewed in the alternating years). Historically the village utilized a quite complicated formula to determine the rate, so this year the village contracted with an engineering firm to simplify the process and help determine the rate.

The last sewer rate increase and adjustment was implemented in 2022. Through that rate study, sewer rates were changed between -12.73 and +33.83%. Those changes were required to support the increasing operating and maintenance expenses and debt service of the wastewater fund (the wastewater fund took on additional debt related to the settlement of a lawsuit).

In August 2024 Robert E Lee and CliftonLarsonAllen (CLA) partnered and were awarded the contract to complete the new rate study for the village. It has been recommended that the village move to a yearly review during the budget process, ascertaining if there is a need for an increase by examining operating revenues and expenses in comparison to cash reserves, while also taking into consideration the capital and maintenance schedule of the system. The Utilities Committee approved this approach at a Special Sewer and Water Utilities Committee Meeting on October 29, 2024. Not only were the above rates approved, but there was discussion

about the impact increased sludge hauling costs and other processes and needs were having on the budget. Therefore, it was further recommended to consider an even larger adjustment in 2026 and 2027. Such increase will help to build the cash reserves needed for the capital improvements associated with a sludge processing facility.

Wastewater expenses have been increasing each year. Expense increases have come in personnel, fuel, electricity, chemicals, sludge processing, and maintenance. The prior rate increase was enough to cover debt payments and those increasing operating expenses, but not adequate to cover the unexpected increase in sludge hauling expenses. Since then, projected costs for sludge processing alone have risen an estimated 117% for 2025, with Sturgeon Bay Utilities no longer able to accept our sludge for further processing (requiring sludge to be transported to Green Bay). With all the new capital and changes in systems at the plant, replacement costs have increased as well.



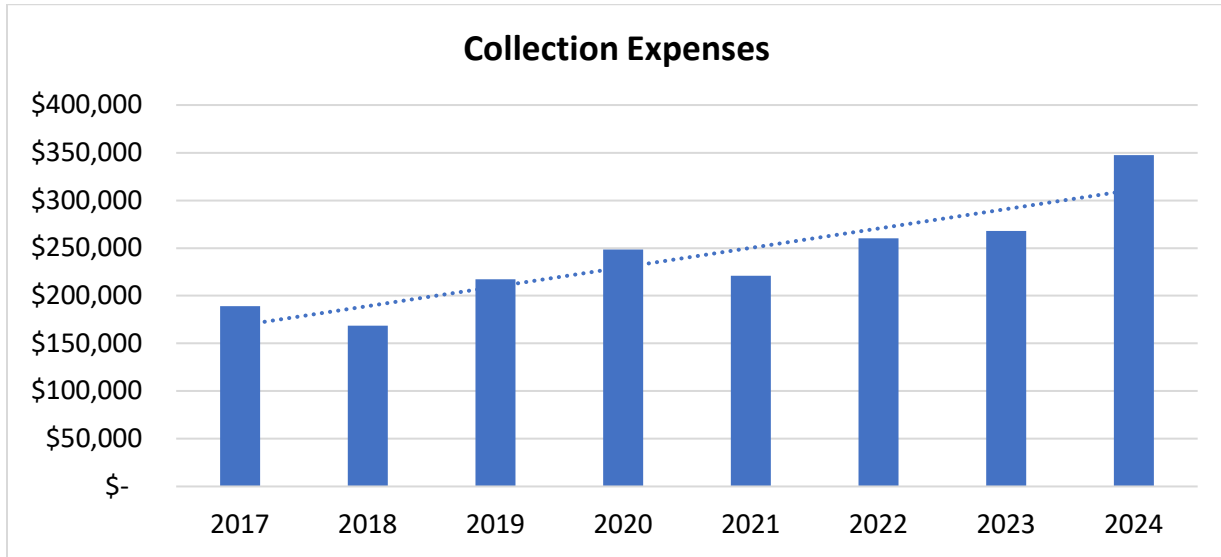
* 2024 is a budgeted value

Wastewater expenses in 2020 were low, in part, to a decrease in personnel costs since the utility was not fully staffed. In 2021, there were one-time expenses related to the wastewater treatment plant capital improvements, which is why 2021 is an outlier on the above graph. In 2021 there was also a decrease in personnel costs as vacant positions were not filled until late in the year. And in 2022 and 2024, we again experienced personnel vacancies. Water and wastewater operators are some of the most difficult positions to recruit for and fill, primarily due to state-wide turnover and the specialized training and continuing education required of operators. Wages are rising quickly, and benefits need to be very competitive for employee retention.

Collection costs can vary greatly depending on projects that are being done on the system. Just one project (such as a lift station rehabilitation or manhole repair) can account for up to 25% of the expense budget. The 2024 budget contains costs for sewer televising (which is a cost of about \$30,000 per year) and for work on several lift stations in conjunction with replacing the pumps.

As mentioned though, the greatest challenge facing the program is how to handle the increased costs in sludge processing. Currently staff is researching bringing the process in house and the fiscal impact it could have on rates.

Although the above increases sound high, fortunately we have historically had lower rates than our neighboring jurisdictions, and even with the increases, our rates will be at or below those neighboring rates.



* 2024 is a budgeted value

Fiscal Impact:

Based on 2023 hauled waste, the proposed changes will increase revenues from unsewered (hauled) waste by \$51,983.

Based on 2023 sewer service charges, the proposed changes will increase revenues from sewer service by \$149,712.45.

Respectfully submitted,

Megan Barnes
Utilities Director

AGENDA ITEM 7a

Res. 2024-020; Establishing Various Rates
for Water and Sewer Utility

RESOLUTION NO. 2024-020
Establishing the Various Rates for Wastewater/Sewer Services

WHEREAS, the Utilities (WWTP) Committee of the Village of Sister Bay has reviewed the sewer rate increase as prepared by staff; and,

WHEREAS, at a meeting on November 12, 2024, the Utilities Committee discussed the need for a sound financial base for the wastewater and collection utilities and recommended approval of the attached rate schedule; and,

WHEREAS, a duly noticed Public Hearing was conducted on a potential sewer rate increase on December 17, 2024.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Trustees of the Village of Sister Bay that the attached rate schedule, dated January 1, 2025, is hereby approved.

FURTHER, that a copy of this rate schedule shall be available for all utility customers.

FURTHER, that the new rate schedules shall go into effect on January 1, 2025.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 17th day of December 2024.

Passed and adopted on this 17th day of December, 2024.

VILLAGE OF SISTER BAY

Nate Bell, Village President

ATTEST:

Heidi Teich, Village Clerk

VOTE: Ayes____Nays _____

Village of Sister Bay Wastewater Rates						
Effective January 1, 2025						
Village Fixed Charges						
		<u>Quarterly</u>		<u>Quarterly</u>	<u>Quarterly</u>	<u>Total</u>
		<u>O & M</u>		<u>Collection</u>	<u>Debt Service</u>	<u>Quarterly</u>
	<u>Meter</u>	<u>Meter</u>		<u>Meter</u>	<u>Meter</u>	<u>Meter</u>
<u>Size</u>	<u>Equivalent</u>	<u>Charge</u>		<u>Charge</u>	<u>Charge</u>	<u>Charge</u>
⁵ / _s and ³ / ₄	1	\$106.26		\$31.74	\$37.49	\$175.49
1	2.5	\$265.65		\$79.35	\$93.73	\$438.73
1½	5	\$531.30		\$158.70	\$187.45	\$877.45
2	8	\$850.08		\$253.92	\$299.92	\$1,403.92
3	15	\$1,593.90		\$476.10	\$562.35	\$2,632.35
Sanitary District Fixed Charges						
		<u>Quarterly</u>		<u>Quarterly</u>	<u>Quarterly</u>	<u>Total</u>
		<u>O & M</u>		<u>Collection</u>	<u>Debt Service</u>	<u>Quarterly</u>
	<u>Meter</u>	<u>Meter</u>		<u>Meter</u>	<u>Meter</u>	<u>Meter</u>
<u>Size</u>	<u>Equivalent</u>	<u>Charge</u>		<u>Charge</u>	<u>Charge</u>	<u>Charge</u>
⁵ / _s and ³ / ₄	1	\$106.26		\$0	\$37.49	\$143.75
1	2.5	\$265.65		\$0	\$93.73	\$359.38
1½	5	\$531.30		\$0	\$187.45	\$718.75
2	8	\$850.08		\$0	\$299.92	\$1,150.00
Total Unit Cost Volume Charges per 1,000 gallons						
Normal Waste Village of Sister Bay service area				\$4.86		
Normal Waste Utility District service area				\$4.49		
Unsewered Volume Charge per 1,000 gallons						
Holding Tank				\$19.50		
Septage				\$111.25		
Unsewered Debt Charge per 1,000 gallons						
Holding Tank				\$3.86		
Septage				\$21.03		
Total Outside Unsewered User and Town of Liberty Grove per 1,000 gallons						
Holding Tank				\$23.38		
Septage				\$132.38		
High Strength Waste per 1,000 gallons						
Flow	\$ 5.98 / 1,000 gallons					
B.O.D.	\$ 1.66 x .00833 x concentration x flow / 1,000 gallons					
S.S.	\$ 1.06 x .00833 x concentration x flow / 1,000 gallons					
P (Phos.)	\$ 16.56 x .00833 x concentration x flow / 1,000 gallons					
Lab Testing Rates						
B.O.D.	\$15.00					
S.S.	\$9.00					
P (Phos.)	\$17.00					
Bacteriological Analysis on Water Samples	\$30.00					
Late Disposal Fee						
Late Disposal Fee (Dec 1 thru March 31)				\$100.00		

AGENDA ITEM 7b

Res. 2024-021; Fee Schedule

STAFF REPORT – FEE SCHEDULE

Date: December 17, 2024

Board/Committee: Village Board

Re: Recommended Changes to the Schedule

Author: Julie A. Schmelzer, Village Administrator

Last month the Board was introduced to a revised fee schedule. The proposed changes that were presented are on the attached. There was one addition since last month – a fee in lieu of parking amendment. Changes are shown in red.

RESOLUTION NO. 2024-021

ADOPTING THE 2025 FEE SCHEDULE

WHEREAS, to ensure fees and forfeitures are covering application, service, and violation costs, annually the Board reviews their fee schedule; and,

WHEREAS, upon review of the past year’s expenditures to provide services, amendments to the fee schedule have been proposed.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Sister Bay, Wisconsin, that the attached 2025 Fee Schedule, herein referenced as Attachment A, is hereby approved.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 17th day of December, 2024.

Passed and adopted this 17th day of December, 2024.

Nate Bell, Village President

ATTEST:

Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

ATTACHMENT A
VILLAGE OF SISTER BAY FEE SCHEDULE

Effective ~~July 1, 2024~~ **January 1, 2025**

(Fees Are Per Code Unless Listed Herein)

ZONING AND DEVELOPMENT

Preliminary Subdivision Plats	\$1000 plus \$50 per lot
Final Plat	\$1000
Residential Condominium Plat	\$500 plus \$50 per lot
Final Plat	\$1000
Commercial Condominium Plat	\$500 plus \$50 per business unit
Final Plat	\$1000
Certified Survey Maps	\$500
Final Map	No Charge
Driveway/Approach Permits	\$150
Land Disturbance	\$500 plus \$1000 retainer to ensure completion
Plan Comm. Site Plan and Building Plan Review	\$1500
Plan Comm. Preliminary/Courtesy Review	\$500
Change Plans After Initial Review	\$200 each new staff review required/\$500 each new Plan Comm review required
Landscaping Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Parking Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Festival and Tent Permit	\$25
Sign Permit	\$100
Sandwich Board Sign	\$50
Special Event or Fundraising	\$100 (no fee to VOSB non-profit organizations)
Special Plan Commission or Board Meeting	\$750 min (fee based on actual costs)
STR Plan Commission Request	\$500
Official Map Amendment	\$1500
Plan Amendment	\$2000
Zoning Code Text Amendment	\$1500
Conditional Use Permit - Residential	\$500
Conditional Use Permit -Commercial	\$1000
Amendment to Conditional Use Permit	\$500
Reconsideration of Plan Commission	\$1000
Planned Unit Development	\$2,000 min + \$50 per unit
Appeal to Zoning Board of Appeals	\$1000
Appeal STR Decision to Board	\$500
Standard Zoning Permit	\$500
Zoning Permit Accessory Use Structure	\$100
Floodplain Zoning Permit	\$500
Engineering Analysis	Cost
Village Property Status Reports	\$50
Development Agreement	\$1000
Fee in Lieu of Parking	\$3,000 per land use change \$1000 per stall per year
Road Cut Fee	\$300 plus \$2000 retainer to ensure completion
Work in Right-of-Way	\$300 plus \$2000 retainer to ensure completion
Razing Permit	\$200
Project Started or Completed w/o Permit	Double permit fee

BUILDING INSPECTION FEES**Contractor: Brett Guilette****A. RESIDENTIAL - 1 & 2 Family**

1. New Structure 1 & 2 Family Homes:
Fees include building, electric, plumbing, HVAC and erosion
(Fees based on sq. ft. of all living area, full basement, deck, and garage)

0 - 1499 sq. ft.	\$850.00
1500 – 1999 sq. ft.	\$1000.00
2000 – 2499 sq. ft.	\$1100.00
2500 – 3000 sq. ft.	\$1150.00
>3000 sq. ft.	\$1150.00 + \$.10 per sq. ft. > 3000 sq. ft.
- Manufactured Dwellings (modular) \$500.00 + any additions or garage per
#3 State Seal \$35.00 (all new homes)
Community Development Fee \$300/occupancy unit
2. Additions/Remodeling/ Alterations:

Building	\$.11 sq. ft. (all areas)	\$75.00 minimum
Electric, Plumbing, HVAC	0 to 500 sq. ft.	\$50.00 (each)
	501 to 1000 sq. ft.	\$60.00
	(each) 1001 to 1300 sq. ft.	\$75.00
	(each) 1301 to 2000 sq. ft.	\$100.00
	(each) 2001 to 2500 sq. ft.	\$125.00
	(each)	
	> 2500 sq. ft.	\$.05 per sq. ft. (each)
- Erosion \$40.00 additions only (below grade > 400 sq.
ft.) Community Development Fee \$300/additional occupancy unit
3. Electric Service \$75.00 Residential
4. Manufactured Homes \$200.00 (fee includes slab, electric service,
occupancy) (HUD homes or house trailers)
Community Development Fee \$300/additional occupancy unit
5. Temporary Occupancy \$50.00
6. Early Start \$50.00 (footing and foundation only)

B. ACCESSORY STRUCTURES - Detached Garages, Storage Buildings & Decks (all sizes)

Building	\$0.10 per sq. ft.	\$50.00 minimum
Electric, Plumbing, HVAC	\$0.05 per sq. ft.	\$40.00 minimum (each)

C. COMMERCIAL - Non-State Reviewed Plans

1. New buildings, additions, alterations, remodels:

Building	\$0.12 per sq. ft.	\$75.00 minimum
Electric, plumbing, HVAC	0 to 600 sq. ft.	\$60.00 (each)
	601 to 1250 sq. ft.	\$75.00 (each)
	1251 to 1700 sq. ft.	\$100.00 (each)
	1701 to 2100 sq. ft.	\$125.00 (each)
	2100 to 2500 sq. ft.	\$150.00 (each)
	>2500 sq. ft.	\$0.06 per sq. ft. (each)
- Storage buildings, warehouse, detached garage \$.10 per sq. ft.
- Community Development Fee \$500/occupancy unit
2. Temporary Occupancy, Change of Use, Occupancy. \$50.00
3. Early Start \$100.00
4. Electric Service \$75.00
5. Erosion Control \$75.00

6. Plan Review (plans that do not require state review) \$100.00

D. COMMERCIAL - State Reviewed Plans Only

Building	\$0.20 per sq. ft.	\$200.00 minimum
Electric, Plumbing, HVAC	\$0.10 per sq. ft.	\$75.00 minimum (each)
Community Development Fee	\$500/occupancy unit	

E. MISCELLANEOUS

Re-inspection fee		\$30.00
Failure to call for inspection		\$30.00
Double fees are due if work is started before permit is issued		
Extension to permit (permits are valid for 24 months)		25% of original
fees Agricultural buildings	\$.05 per sq. ft.	\$50 minimum

(Fees continued on next page...)

COMMERCIAL PLAN REVIEW FEES**Contractor: E-Plan Exam****(Per Contract Dated 12/22/22, Amended 1/17/23)**

COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION				
1. New construction, additions, alterations and parking lots fees are computed per this table.				
2. New construction and additions are calculated based on total gross floor area of the structure.				
3. A separate plan review fee is charged for each type of plan review.				
Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$300	\$180	\$100	\$100
2,500 - 5,000	\$350	\$250	\$100	\$100
5,001 - 10,000	\$600	\$350	\$150	\$150
10,001 - 20,000	\$800	\$450	\$200	\$200
20,001 - 30,000	\$1,200	\$600	\$250	\$250
30,001 - 40,000	\$1,600	\$900	\$400	\$400
40,001 - 50,000	\$2,100	\$1,200	\$550	\$550
50,001 - 75,000	\$2,900	\$1,600	\$800	\$800
75,001 - 100,000	\$3,600	\$2,200	\$1,100	\$1,100
100,001 - 200,000	\$6,000	\$2,900	\$1,400	\$1,400
200,001 - 300,000	\$10,500	\$6,700	\$3,300	\$3,300
300,001 - 400,000	\$17,500	\$9,800	\$4,800	\$4,800
400,001 - 500,000	\$18,500	\$12,000	\$6,300	\$6,300
Over 500,000	\$20,000	\$13,500	\$7,100	\$7,100
Note:	1. A Plan Entry Fee of \$200.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. 2. At the sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$200.00 plan entry fee per each plan set.			
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.			
Early Start	The plan review fee for permission to start construction shall be \$125.00 for all structures less than 2,500 sf. All other structures shall be \$200.00. The square footage shall be computed as the first floor of the building or structure.			
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			

Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$500.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.			
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.			
COMMERCIAL PLAN REVIEW FEE SCHEDULE – PLUMBING				
1. New construction, alterations and remodeling fees are computed per the following table				
2. New construction fee is calculated based on square footage of the area constructed.				
3. Alterations and remodeling fee is based on the number of plumbing fixtures.				
Area (Square Feet) (New Construction & Additions)	Plumbing Plan Review Fee		Number of Fixtures (Alteration, Remodeling, and Site Work)	Plumbing Plan Review Fee
Less than 3,000	\$300		<15	\$200
3,001 - 4,000	\$400		16-25	\$300
4,001 - 5,000	\$550		26-35	\$450
5,001 – 6,000	\$650		36-50	\$550
6,001 – 7,500	\$700		51-75	\$800
7,501 – 10,000	\$850		76-100	\$900
10,001 – 15,000	\$900		101-125	\$1,050
15,001 – 20,000	\$950		126-150	\$1,150
20,001 – 30,000	\$1,100		>151	\$1,150
30,001 – 40,000	\$1,250		Plus \$160 for each additional 25 fixtures (rounded up) beyond 150 Fixtures	
40,001 – 50,000	\$1,550			
50,001 – 75,000	\$2,100			
Over 75,000	\$2,500			
Plus \$0.0072 per each additional sq. ft. over 75,000 sq. ft.				
Note:	1. A Plan Entry Fee of \$200.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the Sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$500.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees and base fees applied to a project.			
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.			

CITATIONS (VIOLATIONS OF MUNICIPAL CODE)

	Basic Deposit (Forfeiture)	Penalty Surcharge (26%)	Jail Surcharge & Crime	Automation, Court Support & Justice Info Fees	Court Costs (Clerk's Fee)	Total Deposit
Disorderly Conduct	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Parking Citations (First Offense)	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Parking Citations (Second Offense)	\$75.00	\$19.50	\$23.00	\$89.50	\$25.00	\$232.00
Park Regulation Violations	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Zoning Violations (Citation increases by \$50 for second and subsequent offenses of the same code section)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Sign Violations	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Land Division Violations	\$50-200.00	\$Varies	\$23.00	\$89.50	\$25.00	\$Varies
Nuisance Code Violations (First Offense)	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Nuisance Code Violations (Second Offense)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Other Violations	\$25.00	\$6.50	\$23.00	\$89.50	\$25.00	\$169.00
Negligent or Willful Septage Discharge	\$250 500.00	\$65 130.00	\$23.00	\$89.50	\$25.00	\$452 20767.50
Failure to Clean Septage Receiving Screen	\$100	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Short-Term Rental Violation Forfeitures per Ord No. 2023-006 plus surcharges and fees above						

LICENSES & MISCELLANEOUS FEES

License	
Dog License– Unaltered	\$10
Dog License - Spayed or Neutered	\$5
Dog License Late Fee (after March 31)	\$25
Operator's License – 1 year	\$15
Operator's License – 2 year	\$25
Short-Term Rental License	\$1500 initial license; \$1000 if licensed in previous year, plus \$150 each time an application must be returned for completion or additional information
Mobil Food Vendor License	\$500
Cigarette, Electronic Vaping Device & Tobacco Retailers	\$50
Temporary Class "B" Beer (Picnic) License	\$10
Class "A" Beer License	\$100
"Class A" Liquor License	\$500
Class "B" Beer License	\$100
"Class B" Liquor License	\$500
Class "C" Wine License	\$100
300-Seat "Class B" Liquor License	\$500 (subject to licensing criteria and initial issuance fee*)
*Initial Issuance Fee – Reserve Liquor Licenses	\$20,000

Fees & Taxes

Register of Deed Recording Fees	\$75 minimum (varies by document type, pages, county recording fees, staff time, mileage)
Copies of Recorded Documents	County fee plus staff time and mileage – minimum of \$2 first page, \$1 each additional page above county fee
Notary Services	\$5/document
Public Records Copying Fee	\$0.25/page, plus postage, if applicable (research fee may be applied if the record is not readily available)
Fax Charge	\$0.25/page
Public Records Requests	\$0.25/page, plus postage and staff time (hourly rate, deposit required)
Special Assessment Letter Request – Village	\$30
Special Assessment Letter Request – Utilities	\$30
Sales Tax	5.50%
Room Tax	8.00%
Premier Resort Area Tax	0.05%
Nonsufficient Fees Charge	\$25

Rental Fees (Security deposit may be required; rates include sales tax)

Facility Rentals:

Village Hall	\$30/hr. or \$200/day
Gazebo	\$75/day
TKH Building	\$75/day
Sports Complex Pavilion	\$150/day
Sports Complex Ball Fields	\$50/day
Sports Complex Tennis/ Pickleball Courts	\$10/2 hr. time block
Fire Station – Lg. Meeting Rm	\$50/day
Fire Station – Sm. Meeting Rm	\$25/day

Park/Special Rentals: (Cost is Friday-Monday to accommodate tent rental companies)

Waterfront Park (May, June, Sept, Oct.)	\$1900
Waterfront Park (July & August)	\$3500
Marina Park (May, June, Sept, Oct.)	\$1500
Marina Park (July & August)	\$2500
Ice Rink Tournaments	\$1500 plus \$1000 retainer for clean-up and repair

SEWER & WATER

As prescribed by the Public Service or Commission or adopted by the Sewer and Water Utility Committee in the preceding summer. Refer to Committee minutes for most recent rate schedule.

MARINA

Launch Fees:

Daily Launch Pass	\$10.00
Non-Commercial Seasonal Launch Pass	\$100.00
Commercial Seasonal Launch Pass	\$300.00

Dockage Rates:

Seasonal Slip - Sister Bay Property Owner	\$149.00/ft. of slip
Seasonal Slip – Non-Sister Bay Prop. Owner	\$157.00/ft. of slip
In-Season Transient dockage (Based on Length of boat) - May 1 4 5-Oct. 13 7	\$2.65 + tax/per foot 20'-39'
	\$2.75 + tax/per foot 40'-49'
	\$2.85 + tax/per foot 50'-59'
	\$2.95 + tax/per foot 60'-69'
	\$3.05 + tax/per foot 70'+
Late Season Transient dockage – Lmtd. Avail. Su-Th ONLY, weekends are regular rates Sept. 15-Oct. 13 5	\$35.00/day (Su-Th ONLY)
Failure to Remove Boat at Close of Season (Oct. 13 5 is Marina Closing)	\$2.50/ft. per day, 20' minimum

Commercial Vendor Fees:

1.5 x Seasonal Property Owner Rate for 202~~4~~5

Miscellaneous:

Sanitary Pump Out	\$25.00 (up to 60 gallons) – PAY IN ADVANCE
Ice – 7.5 lb. bag	\$2.50
Ice – 10 lb. block	\$3.50
Water & Gatorade	\$2.00
Candy	\$2.00
Washer/Dryer Use	Washer \$2.00 per load/Dryer \$2.00 per load
Laundry Detergent, Fabric Sheets	\$1.00

All fees are due upon receipt of service unless alternate arrangements have been made with the Marina Manager. Late payment charge of 1%, but not less than \$0.50, applies and will be assessed on a monthly basis.

AGENDA ITEM 8a

Post Office

STAFF REPORT – POST OFFICE

Date: December 17, 2024

Board/Committee: Village Board

Re: Update on Post Office Lease

Author: Julie A. Schmelzer, Village Administrator

The Post Office lease expires this coming year. As standard US Postal Service practices, they send a notice to all residents to see if anyone has a property that may better suit their needs. If none is found, they will likely renew their lease with the village.

As Trustees know, the former Ad Hoc Land Acquisition Committee recommended the post office be relocated to the former Wiltse property, but after completing the Facilities Study, the recommendation was, if a new post office is to be built, it be built next to the Library on the old Parks Maintenance Facility site. In 2023 money for a new post office was placed in the CIP for 2025, but in 2024, that money was moved to 2026. Not knowing the direction we will go with the post office, we are on a one year lease extension. If we decide we are not going to rebuild the post office (and they can remain where currently located), or if the post office finds a new location, that extension will be rescinded and the lease either extended for another four years, or terminated.

AGENDA ITEM 8b

Tax Assessor Discussion,
Re: 2025 Tax Levy

STAFF REPORT – VILLAGE ASSESSOR

Date: December 17, 2024

Board/Committee: Village Board

Re: Village Assessor

Author: Julie A. Schmelzer, Village Administrator

At the Board meeting on December 12th our Auditor explained that on the DOR website, on the *Statement of Changes in TID Value*, under “Prior Year Corrections” the statement showed a \$35 million correction, which may have impacted the TID and why the village saw such a high increase. Staff was instructed to contact the Assessor for more information.

I spoke with the Assessor on December 13th. The \$35 million was not an error, it is a correction. Based on the state’s deadline of the valuations being due to the state in June, when a revaluation is done, they cannot submit the actual revaluation numbers by that date, so an estimate is made until the assessor can submit the actual numbers in August. Apparently, this is common practice. When the values are finally known and submitted to the state in August, they show up on the statement as a ‘correction’ (because the actual number is replacing the previously estimated number).

Zack and Amy Zacharias of Action Appraisers will be at our meeting to answer questions/provide clarification.

AGENDA ITEM 8c

Tax Levy Timeline

STAFF REPORT – TAX LEVY TIMELINE

Date: December 17, 2024

Board/Committee: Village Board

Re: Timelines for Tax Calculations

Author: Julie A. Schmelzer, Village Administrator

At the December 12th Board meeting, member Howson requested a 'full accounting' of the timeline for tax calculations. As of the date and time of the preparation of the Board packet, staff has not been able to contact everyone involved in the tax process to get their accounting of their schedules. Staff will try to have it prepared in time for Tuesday's meeting.

AGENDA ITEM 8d

Contract; Administration Building;
Construction Drawings; McMahon



ADMINISTRATION BUILDING – CONSTRUCTION DESIGN CONTRACT

Date: December 17, 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

TABLE OF CONTENTS

COVER LETTER
FIRM OVERVIEW
PROJECT TEAM RESUMES & ORGANIZATION
RELEVANT EXPERIENCE & REFERENCES
PROJECT DESCRIPTION, APPROACH, & SCHEDULE
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,

McMahan Associates, Inc. (McMahan) is pleased to submit the attached information in response to the Request for Proposal for the Village Administration Building. Our McMahan 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,
McMahan Associates, Inc.

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

Michael A. Martin AIA
Associate / Senior Architect

Section 1: **FIRM OVERVIEW**



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



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



HEADQUARTERED
Neenah WISCONSIN
REGIONAL OFFICES
MACHESNEY PARK ILLINOIS
VALPARAISO INDIANA

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

#STATES LICENSED TO PRACTICE **23** ENGINEERS
15 ARCHITECTS
15 COMPANY LICENSED TO PRACTICE



RELATIONSHIP BUILDING REPEAT CLIENTS **85%**



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**



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



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



PROJECT ARCHITECT / MANAGER
Michael Martin AIA



MECHANICAL LEAD (CPH)
Steve Becker PE

STRUCTURAL ENGINEER
Dan Brelen

ELECTRICAL
Jill FitzSimons

CONSTRUCTION SERVICES
Scott Manteuffel

PLUMBING / FIRE PROTECTION
Doug DeGreef

HVAC
Grant Gilbaugh

Section 3: **RELEVANT EXPERIENCE /
REFERENCES**



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

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

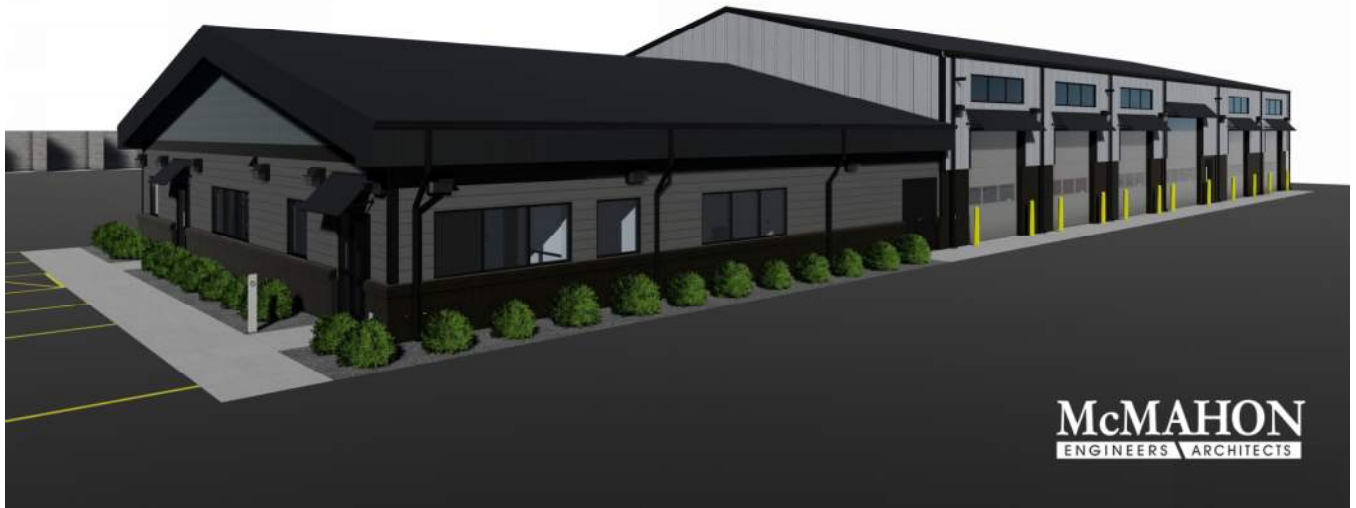
The Village of Sister Bay is nestled along the upper west shores of the Door County peninsula. In 2024, the Village broke ground on a new 11,400 SF Parks Department Facility located on Autumn Court within the Village. The building features office and administrative space for the department, centralized 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



McMAHON
ENGINEERS ARCHITECTS

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

McMAHON
ENGINEERS ARCHITECTS

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 adjoined 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:

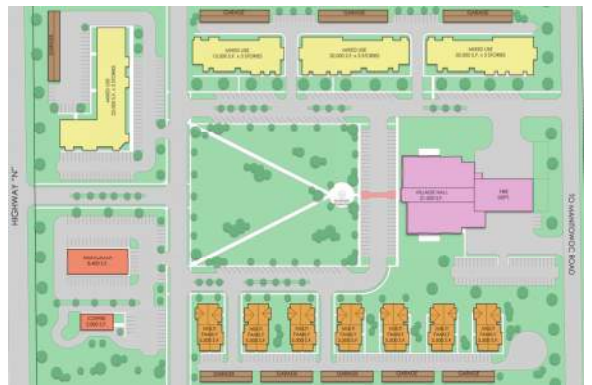
- Village Administration space including future need space
- Village Board / Community space for board meetings, election polling and community use
- Required space for County sheriff services
- Future space for full-time Fire Department Administration
- Future build-out space for Fire Department living 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**

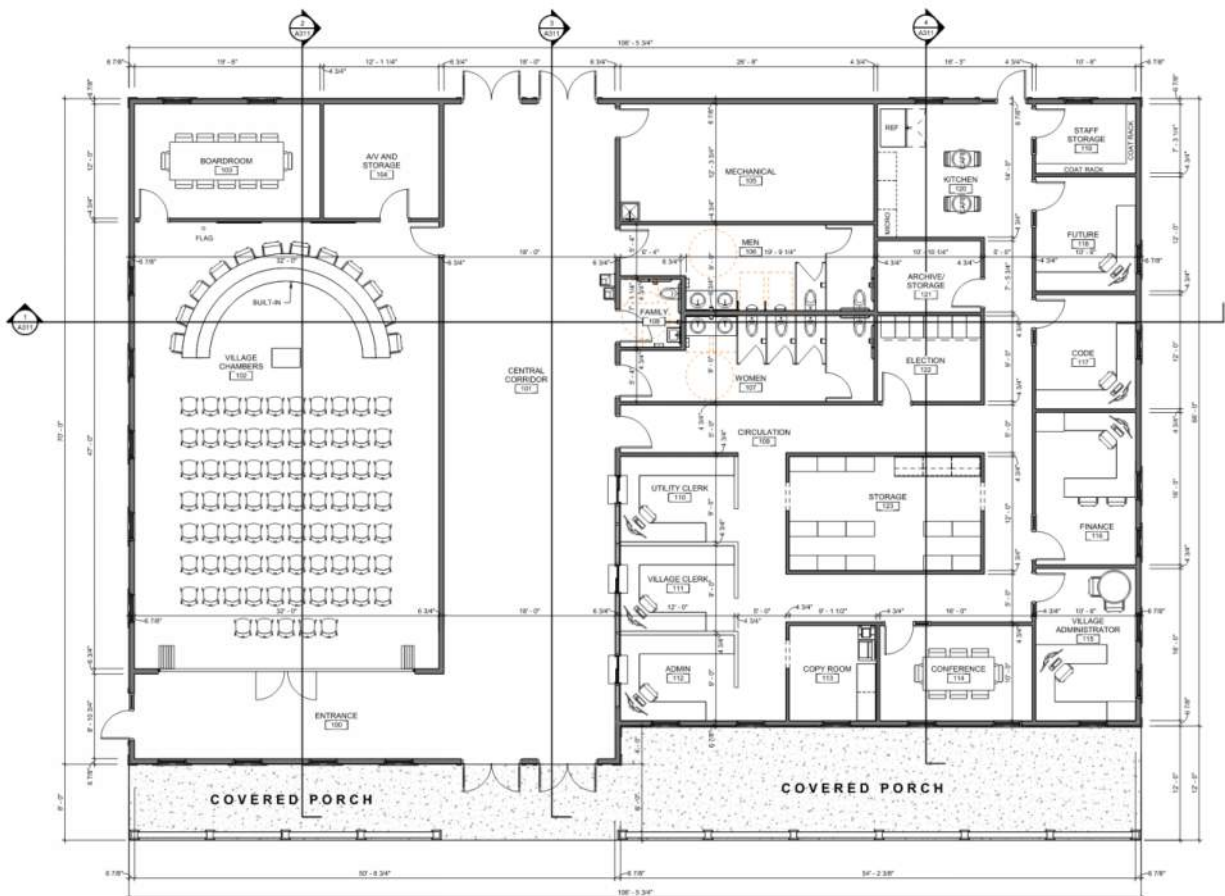


Scan to visit our website to see our full menu of service offerings and projects

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 
3/16" = 1'-0"

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**



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

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 form 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 McMahan in a timely manner in order to avoid unreasonable delays in the orderly and sequential progress of McMahan'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 McMahan.
- 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 McMahan 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

McMAHON ASSOCIATES, INC.

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



Authorized Signature

Michael A. Martin, AIA
Associate / Senior Architect

Date

November 27, 2024
Date

Attachments: General Terms and Conditions
Fee Schedule
Reimbursable Schedule



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 McMahaons' 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 - ⅝"	\$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
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

* 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.

Wisconsin | Illinois | Indiana mcmgrp.com

VISIT OUR SOCIAL COMMUNITIES



McMAHON
ENGINEERS ARCHITECTS

AGENDA ITEM 8e

Contract; Administration Building; Civil
Site Design; Stantec Consulting



ADMINISTRATION BUILDING – CIVIL SITE DESIGN CONTRACT

Date: December 17, 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 voted to award the civil site design contract for the new Administration Building to Stantec. Proposal and contract attached (one document).

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/FEEES:

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

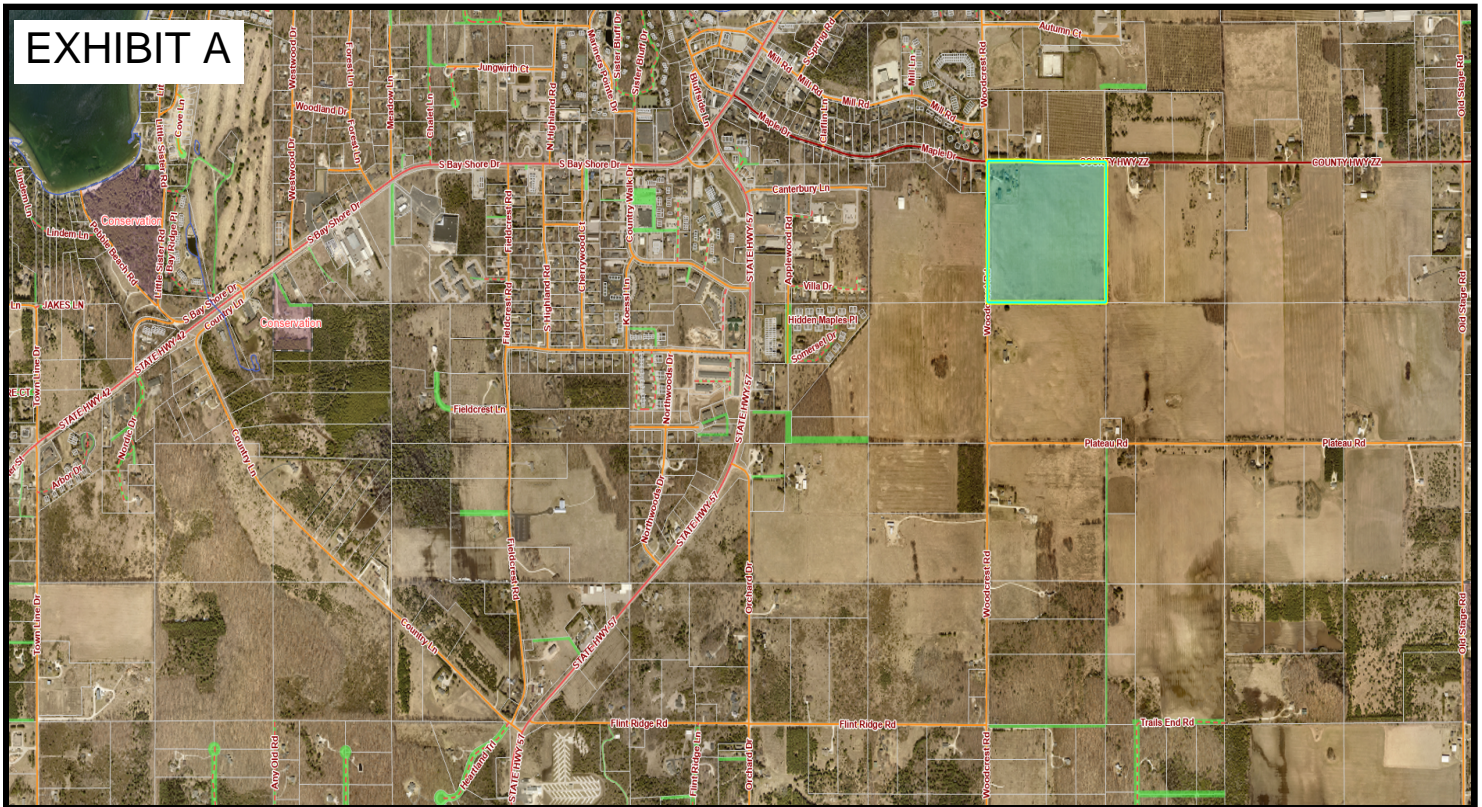
Sturgeon Bay, WI 54235

Tax Parcel Report

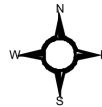
Courtesy of the Door County Land Information Office



... from the G93 Map of ...
(//map.co.door.wi.us/map)
Door County, Wisconsin
... for all seasons!



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

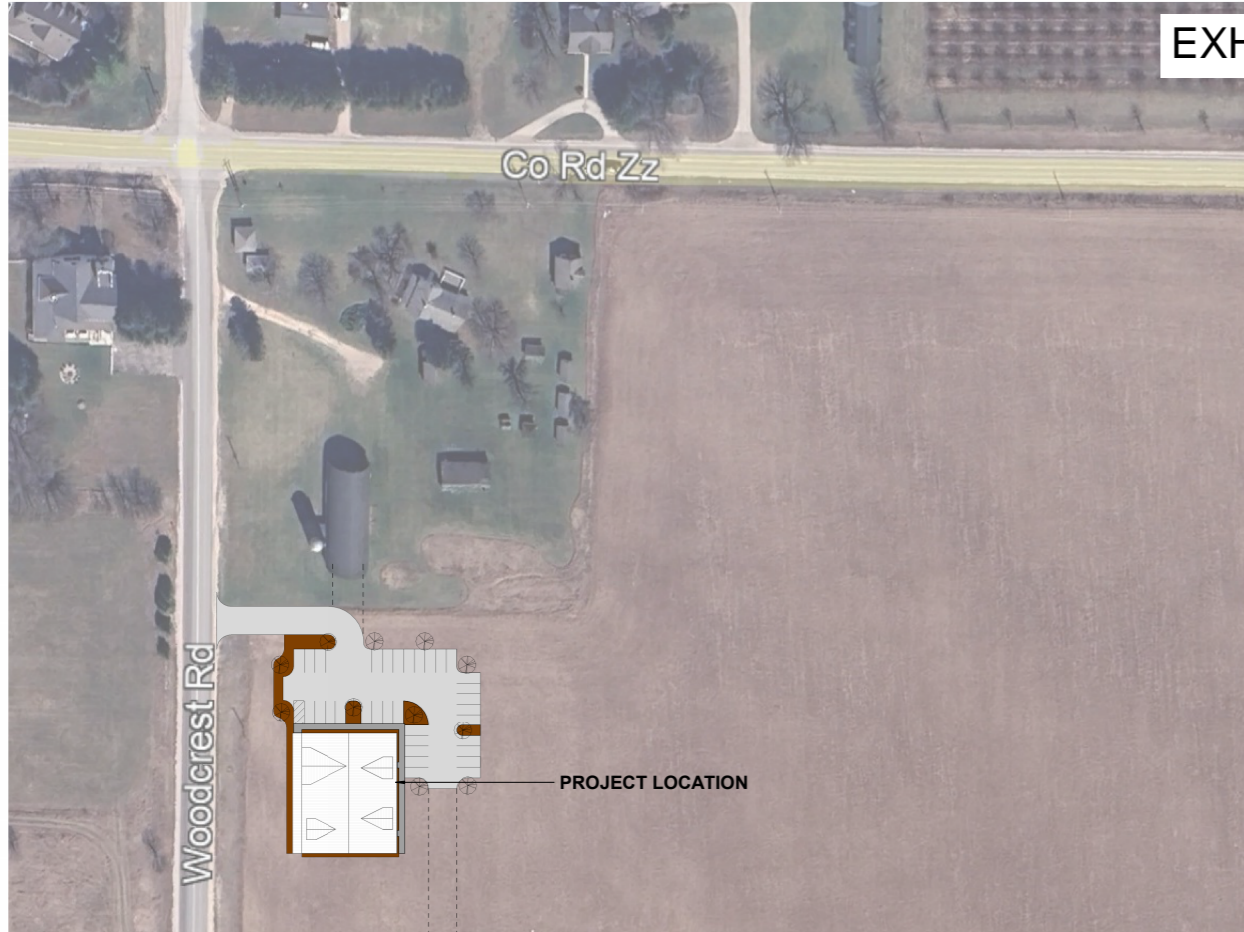
Forest Tax: 0

Forest Value: 0

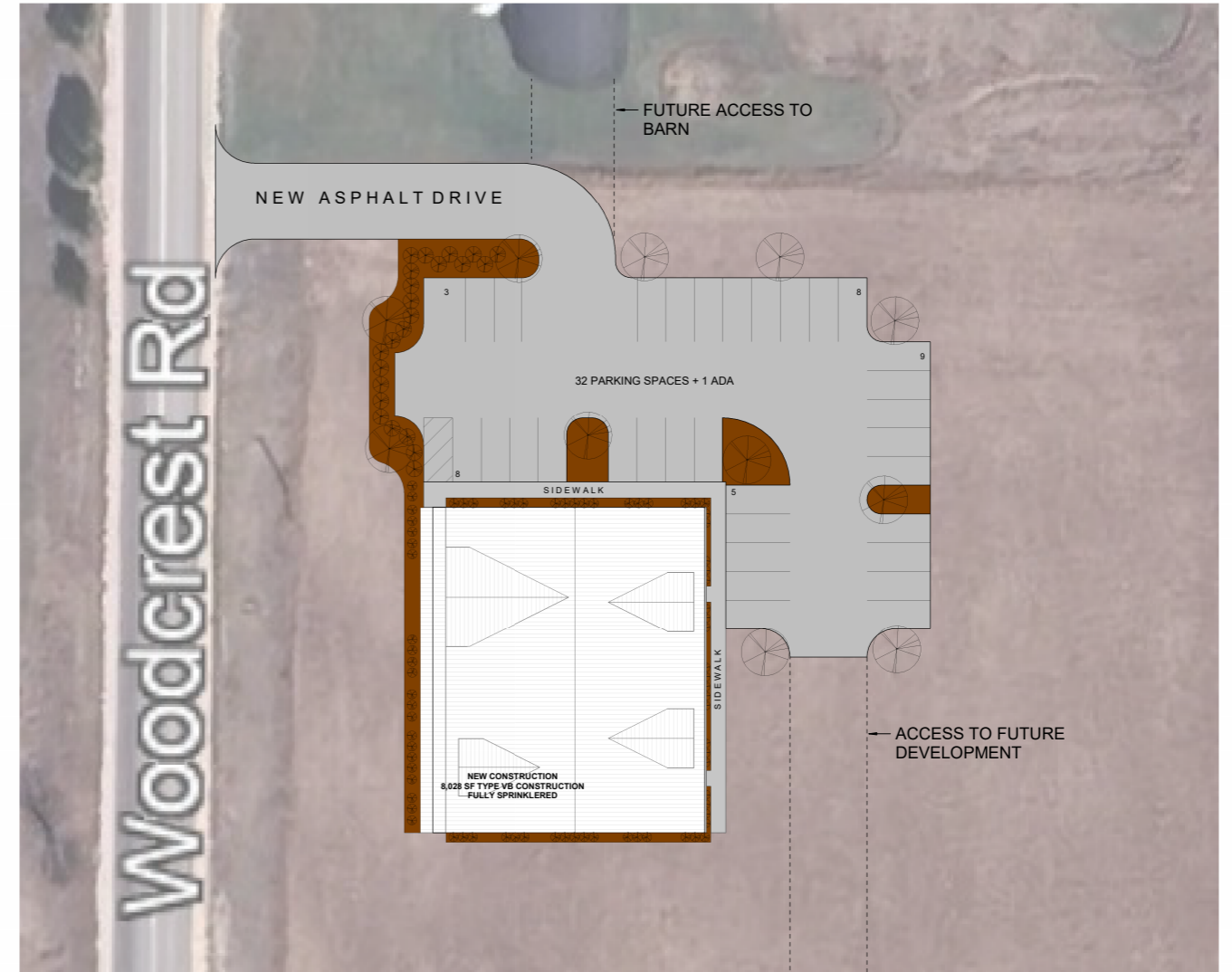
Est Fair-Market Value: 0

* 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 8f

Monthly Financial Report and
Appropriations



Village of Sister Bay Board Report

[Please Click Here To Access The Village's 2024 Budget](#)

Meeting Date: December 17, 2024

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

Bills By Type	Amount	Total
Village bills prepaid	\$ 82,434.12	
Bank fees & bills paid electronically	584.94	
<i>Village Total</i>		\$ 83,019.06
Special Revenue Funds bills	\$ -	
Special Revenue Sales Tax	-	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ -
Debt Service Village	\$ 1,360.00	Not recorded in the journal yet
Special Revenue	-	
Marina	-	
Utilities	26,833.19	Loan 62 WWTP Upgrade USDA
<i>Debt Service Total</i>		\$ 28,193.19
CIP/TIF bills prepaid	\$ 18,811.56	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ 18,811.56
Water fund bills prepaid	\$ -	
Wastewater fund bills prepaid	6,658.59	
Collection fund bills prepaid	13,988.79	
Bank fees & bills paid electronically	1,979.96	
<i>Utility total</i>		\$ 22,627.34
Marina bills prepaid	\$ 8,214.61	
Marina sales tax	507.45	
Marina credit card fees & bills paid by EFT	179.07	
<i>Marina Total</i>		\$ 8,901.13
Net payroll:		
11/29 & 12/13	\$ 60,643.30	
State taxes paid online in October	1,834.37	
Retirement paid online in October	11,904.07	
<i>Payroll/taxes total</i>		\$ 74,381.74
TOTAL ALL BILLS		\$ 235,934.02

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 = 11/16/2024-12/13/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10007									
10007	ACTION APPRAISERS INC	3542	2024 MAINTENANCE WORK - D	12/02/2024	2,375.00	2,375.00	12/12/2024		100
10110									
10110	AFLAC	381931	EMPLOYEE-FUNDED PREMIUM	12/06/2024	136.26	136.26	12/12/2024		100
10198									
10198	ASSOCIATED TRUST COMP	26174	ANNUAL FEE	11/12/2024	475.00	475.00	11/21/2024		100
12221									
12221	BAY-LAKE REGIONAL PLAN	7345	COMP PLAN UPDATE	11/01/2024	3,628.73	3,628.73	11/21/2024		100
12242									
12242	GA COMPUTER SERVICES	INV-6421	SERVER BACKUP MONTHLY	11/13/2024	82.63	82.63	11/21/2024		100
12242	GA COMPUTER SERVICES	INV-6421	COMPUTER MONITORING/SER	11/13/2024	360.00	360.00	11/21/2024		100
12242	GA COMPUTER SERVICES	INV-6421	PARKS BLDG INTERNET	11/13/2024	20.45	20.45	11/21/2024		100
12242	GA COMPUTER SERVICES	INV-6421	VH INTERNET W/IFI	11/13/2024	13.64	13.64	11/21/2024		100
12242	GA COMPUTER SERVICES	INV-6421	MARINA INTERNET/WIFI	11/13/2024	40.91	40.91	11/21/2024		690
13260									
13260	BHIRDO'S BY THE BAY	19673	VILLAGE GAS	10/31/2024	419.70	419.70	11/21/2024		100
13260	BHIRDO'S BY THE BAY	19673	SHUTTLE BUS GAS	10/31/2024	388.56	388.56	11/21/2024		100
14309									
14309	ELAN FINANCIAL SERVICES	November 202	MONTHLY IT SUBSCRIPTIONS	11/20/2024	235.23	235.23	12/12/2024		100
14309	ELAN FINANCIAL SERVICES	November 202	VEED VIDEO EDITING SOFTWA	11/20/2024	220.32	220.32	12/12/2024		100
14309	ELAN FINANCIAL SERVICES	November 202	ELECTIONS FOOD	11/20/2024	92.81	92.81	12/12/2024		100
14309	ELAN FINANCIAL SERVICES	November 202	BAIRD MEETING	11/20/2024	77.58	77.58	12/12/2024		100
14309	ELAN FINANCIAL SERVICES	November 202	SHUTTLE BUS MAINT	11/20/2024	174.07	174.07	12/12/2024		100
14309	ELAN FINANCIAL SERVICES	November 202	SEASONAL DECORATIONS	11/20/2024	1,505.27	1,505.27	12/12/2024		100
14309	ELAN FINANCIAL SERVICES	November 202	BARNES - WWOA	11/20/2024	197.40	197.40	12/12/2024		610
14309	ELAN FINANCIAL SERVICES	November 202	HYDRANT SIGNS	11/20/2024	76.49	76.49	12/12/2024		610
14309	ELAN FINANCIAL SERVICES	November 202	BARNES - WWOA	11/20/2024	394.80	394.80	12/12/2024		620
14309	ELAN FINANCIAL SERVICES	November 202	WWTP MAINT	11/20/2024	50.97	50.97	12/12/2024		620
14309	ELAN FINANCIAL SERVICES	November 202	BARNES - WWOA	11/20/2024	65.80	65.80	12/12/2024		630
14309	ELAN FINANCIAL SERVICES	November 202	DOCK SIGNAGE	11/20/2024	469.74	469.74	12/12/2024		690
14310									
14310	CAPTAIN COMMODOES INC	63966	COMMODOE RENTAL - DOG PAR	10/28/2024	110.00	110.00	11/21/2024		100
14310	CAPTAIN COMMODOES INC	64362	COMMODOE RENTAL - DOG PAR	11/28/2024	110.00	110.00	12/12/2024		100
17506									
17506	CELLCOM	113873	IPAD FOR BOARD	12/05/2024	14.78	14.78	12/12/2024		100
17506	CELLCOM	113873	CELLPHONES- PARKS	12/05/2024	150.56	150.56	12/12/2024		100
17506	CELLCOM	113873	CELLPHONES- W	12/05/2024	78.00	78.00	12/12/2024		610
17506	CELLCOM	113873	CELLPHONES- WW	12/05/2024	156.00	156.00	12/12/2024		620
17506	CELLCOM	113873	CELLPHONES- C	12/05/2024	26.36	26.36	12/12/2024		630
17506	CELLCOM	113873	CELLPHONE - MARINA	12/05/2024	54.58	54.58	12/12/2024		690
17506	CELLCOM	996096	CELLPHONE-ADMIN	11/05/2024	67.31	67.31	11/21/2024		100
17506	CELLCOM	996096	CELLPHONES- PARKS	11/05/2024	64.32	64.32	11/21/2024		100
17506	CELLCOM	996096	CELLPHONES - W	11/05/2024	63.04	63.04	11/21/2024		610
17506	CELLCOM	996096	CELLPHONES- WW	11/05/2024	126.10	126.10	11/21/2024		620
17506	CELLCOM	996096	CELLPHONES- C	11/05/2024	21.02	21.02	11/21/2024		630
20007									
20007	DELTA DENTAL OF WIS	2253415	DENTAL INSURANCE - DECEMB	11/18/2024	605.68	605.68	11/21/2024		100
20007	DELTA DENTAL OF WIS	2256524	VISION INSURANCE - DECEMB	11/18/2024	192.98	192.98	11/21/2024		100
20435									
20435	WDATCP	2024.518948	WATER TESTING LICENSE REN	11/21/2024	444.00	444.00	12/02/2024		610

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
20450									
20450	DOOR COUNTY TREASURE	Bill 12762	PARCEL 018-01-09312822A TAX	12/10/2024	2,101.77	2,101.77	12/12/2024		100
20450	DOOR COUNTY TREASURE	Bill 12763	PARCEL 018-01-09312822B TAX	12/10/2024	582.84	582.84	12/12/2024		100
20457									
20457	DOOR COUNTY REGISTER	Eagle Mechani	RECORDING FEE - MEMO OF D	11/21/2024	30.00	30.00	12/02/2024		100
20457	DOOR COUNTY REGISTER	Stollenwerk Me	RECORDING FEE - MEMO OF D	11/20/2024	30.00	30.00	11/21/2024		100
20460									
20460	DOOR COUNTY CLERK	2024-1000001	2024 ELECTION/WISVOTE CHA	11/25/2024	1,698.40	1,698.40	12/02/2024		100
20464									
20464	DOOR COUNTY LAND USE	2024-6800001	VILLAGE MAP	11/18/2024	12.50	12.50	11/21/2024		100
20505									
20505	EMPLOYEE BENEFITS COR	4669911	DEPENDENT CARE - FSA	11/05/2024	416.66	416.66	11/21/2024		100
20505	EMPLOYEE BENEFITS COR	4679739	BESTFLEXPLAN	11/15/2024	50.00	50.00	11/21/2024		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR1123240	PRINT PAPER CHECK TO UPDA	11/25/2024	2,680.62	2,680.62	11/25/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1123240	PRINT PAPER CHECK TO UPDA	11/25/2024	2,680.62	2,680.62	11/25/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1123240	PRINT PAPER CHECK TO UPDA	11/25/2024	626.93	626.93	11/25/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1123240	PRINT PAPER CHECK TO UPDA	11/25/2024	626.93	626.93	11/25/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1123240	PRINT PAPER CHECK TO UPDA	11/25/2024	4,112.12	4,112.12	11/25/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1207240	PRINT PAPER CHECK TO UPDA	12/10/2024	2,669.68	2,669.68	12/10/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1207240	PRINT PAPER CHECK TO UPDA	12/10/2024	2,669.68	2,669.68	12/10/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1207240	PRINT PAPER CHECK TO UPDA	12/10/2024	624.37	624.37	12/10/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1207240	PRINT PAPER CHECK TO UPDA	12/10/2024	624.37	624.37	12/10/2024		100
20512	EFTPS - ONLINE 941 PAYME	PR1207240	PRINT PAPER CHECK TO UPDA	12/10/2024	3,998.41	3,998.41	12/10/2024		100
20514									
20514	ERC INC	ERC-1224-126	EAP BENEFITS - ADMIN	12/01/2024	22.97	22.97	12/12/2024		100
20514	ERC INC	ERC-1224-126	EAP BENEFITS - CLERK	12/01/2024	11.48	11.48	12/12/2024		100
20514	ERC INC	ERC-1224-126	EAP BENEFITS - FINANCE	12/01/2024	11.48	11.48	12/12/2024		100
20514	ERC INC	ERC-1224-126	EAP BENEFITS - PARKS & STRE	12/01/2024	57.42	57.42	12/12/2024		100
20514	ERC INC	ERC-1224-126	EAP BENEFITS - WATER	12/01/2024	20.68	20.68	12/12/2024		610
20514	ERC INC	ERC-1224-126	EAP BENEFITS - WASTEWATER	12/01/2024	41.35	41.35	12/12/2024		620
20514	ERC INC	ERC-1224-126	EAP BENEFITS - COLLECTION	12/01/2024	6.89	6.89	12/12/2024		630
20514	ERC INC	ERC-1224-126	EAP BENEFITS - MARINA	12/01/2024	11.48	11.48	12/12/2024		690
30609									
30609	FASTENAL	WISTU171288	3/4X3-1/4 BOLTS FOR PRETREA	11/22/2024	120.55	120.55	12/12/2024		620
30701									
30701	FRONTIER	090205-5-Dec	ROLL-OVER LINE	11/25/2024	7.00	7.00	12/12/2024		100
30701	FRONTIER	Dec249201590	PHONES-W	11/25/2024	101.05	101.05	12/12/2024		610
30701	FRONTIER	Dec249201590	PHONES-WW	11/25/2024	101.05	101.05	12/12/2024		620
30750									
30750	GOING CO INC	261928	VILLAGE GARBAGE	12/01/2024	12,115.78	12,115.78	12/12/2024		100
30750	GOING CO INC	261928	VILLAGE RECYCLING	12/01/2024	2,457.98	2,457.98	12/12/2024		100
30750	GOING CO INC	262156	MARINA RECYCLING	12/01/2024	135.14	135.14	12/12/2024		690
30750	GOING CO INC	262156	MARINA TRASH	12/01/2024	398.21	398.21	12/12/2024		690
30750	GOING CO INC	262167	PARKS MAINT TRASH	12/01/2024	123.80	123.80	12/12/2024		100
30750	GOING CO INC	262180	POST OFFICE TRASH	12/01/2024	108.23	108.23	12/12/2024		100
30750	GOING CO INC	262186	WWTP RUBBISH REMOVAL	12/01/2024	1,827.96	1,827.96	12/12/2024		620
30750	GOING CO INC	262287	RECYCLING - FIRE STATION	12/01/2024	56.04	56.04	12/12/2024		100
30751									
30751	GREAT-WEST TRUST COMP	PR1123240	Great West Deferred Comp. DEF	11/25/2024	147.50	147.50	11/25/2024		100
30751	GREAT-WEST TRUST COMP	PR1123240	Great West Deferred Comp. DEF	11/25/2024	62.50	62.50	11/25/2024		100
30751	GREAT-WEST TRUST COMP	PR1207240	Great West Deferred Comp. DEF	12/10/2024	147.50	147.50	12/10/2024		100
30751	GREAT-WEST TRUST COMP	PR1207240	Great West Deferred Comp. DEF	12/10/2024	62.50	62.50	12/10/2024		100
40963									
40963	INSPECTION SPECIALISTS	Nov 2024	BUILDING INSPECTION - NOVE	11/30/2024	225.00	225.00	12/12/2024		100
41205									
41205	WISCONSIN BUILDING SUP	2894383	HARDWARE	11/26/2024	211.94	211.94	12/12/2024		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
41205	WISCONSIN BUILDING SUP	Credit Memo 1	CREDIT MEMO INV. 2785191	12/10/2024	19.57-	19.57-	12/12/2024		400
41210									
41210	LEAGUE OF WI MUNICIPAL	2025 Renewal	MEMBERSHIP DUES	12/03/2024	2,756.01	2,756.01	12/12/2024		100
41212									
41212	ROBERT E LEE & ASSOC IN	87598	STREET IMPROVEMENTS/CER	12/04/2024	576.00	576.00	12/12/2024		100
41215									
41215	DAVE LIENAU	Fall Conferenc	MILEAGE REIMBURSEMENT - M	11/22/2024	229.14	229.14	12/02/2024		690
41215	DAVE LIENAU	Fall Conferenc	MEALS REIMBURSEMENT - MA	11/22/2024	74.19	74.19	12/02/2024		690
41316									
41316	MARCO INC	37931081	GENERAL COPIES	11/20/2024	202.21	202.21	12/02/2024		100
41316	MARCO INC	37931081	ZONING COPIES	11/20/2024	49.70	49.70	12/02/2024		100
41316	MARCO INC	37931081	STR COPIES	11/20/2024	9.23	9.23	12/02/2024		100
41316	MARCO INC	37931081	ELECTION COPIES	11/20/2024	33.61	33.61	12/02/2024		100
41316	MARCO INC	37931081	UTILITIES COPIES - W	11/20/2024	28.10	28.10	12/02/2024		610
41316	MARCO INC	37931081	LGUD #1 COPIES	11/20/2024	6.09	6.09	12/02/2024		610
41316	MARCO INC	37931081	UTILITIES COPIES - WW	11/20/2024	56.21	56.21	12/02/2024		620
41316	MARCO INC	37931081	LGUD #1 COPIES	11/20/2024	6.09	6.09	12/02/2024		620
41316	MARCO INC	37931081	UTILITIES COPIES - C	11/20/2024	9.37	9.37	12/02/2024		630
41316	MARCO INC	37931081	MARINA COPIES	11/20/2024	5.14	5.14	12/02/2024		690
41316	MARCO INC	542118336	UTILITIES COPIES - W	11/01/2024	66.35	66.35	11/21/2024		610
41316	MARCO INC	542118336	UTILITIES COPIES - WW	11/01/2024	132.69	132.69	11/21/2024		620
41316	MARCO INC	542118336	UTILITIES COPIES - C	11/01/2024	22.12	22.12	11/21/2024		630
61539									
61539	OFFICE DEPOT BUSINESS	374078102001	CUSTODIAL SUPPLIES	11/14/2024	13.12	13.12	12/02/2024		100
61539	OFFICE DEPOT BUSINESS	394077514001	CUSTODIAL SUPPLIES	11/14/2024	49.59	49.59	12/02/2024		100
61539	OFFICE DEPOT BUSINESS	394078104001	CUSTODIAL SUPPLIES	11/14/2024	22.19	22.19	12/02/2024		100
61539	OFFICE DEPOT BUSINESS	396902670001	UTIL OFFICE SUPPLIES - W	11/26/2024	15.06	15.06	12/12/2024		610
61539	OFFICE DEPOT BUSINESS	396902670001	UTIL OFFICE SUPPLIES - WW	11/26/2024	30.12	30.12	12/12/2024		620
61539	OFFICE DEPOT BUSINESS	396902670001	UTIL OFFICE SUPPLIES - C	11/26/2024	5.02	5.02	12/12/2024		630
61539	OFFICE DEPOT BUSINESS	397503638001	PARKS OFFICE SUPPLIES	12/02/2024	26.99	26.99	12/12/2024		100
61539	OFFICE DEPOT BUSINESS	397503810001	OFFICE SUPPLIES	12/02/2024	14.33	14.33	12/12/2024		100
61539	OFFICE DEPOT BUSINESS	397503810001	OFFICE SUPPLIES	12/02/2024	10.83	10.83	12/12/2024		100
61539	OFFICE DEPOT BUSINESS	398248851001	CUSTODIAL SUPPLIES	11/27/2024	43.26	43.26	12/12/2024		100
61539	OFFICE DEPOT BUSINESS	398248851001	PARKS OFFICE SUPPLIES	11/27/2024	27.05	27.05	12/12/2024		100
61539	OFFICE DEPOT BUSINESS	398248929001	PARKS OFFICE SUPPLIES	11/27/2024	8.19	8.19	12/12/2024		100
61547									
61547	ORKIN PEST CONTROL INC	267968677	ADMIN BLDG PEST CONTROL	10/29/2024	96.85	96.85	11/21/2024		100
61614									
61614	PENINSULA PULSE	34212	LIQUOR APPLICATIONS	11/01/2024	13.47	13.47	11/21/2024		100
61614	PENINSULA PULSE	34382	CLASS 2 NOTICE - ROBERTS A	12/10/2024	125.76	125.76	12/12/2024		100
61614	PENINSULA PULSE	34382	ELECTION NOTICE	12/10/2024	110.75	110.75	12/12/2024		100
61614	PENINSULA PULSE	34382	UTIL ORDINANCE	12/10/2024	4.60	4.60	12/12/2024		610
61614	PENINSULA PULSE	34382	UTILITY NOTICE - OVERFLOW	12/10/2024	34.95	34.95	12/12/2024		620
61614	PENINSULA PULSE	34382	UTIL ORDINANCE	12/10/2024	9.21	9.21	12/12/2024		620
61614	PENINSULA PULSE	34382	UTIL ORDINANCE	12/10/2024	1.55	1.55	12/12/2024		630
61630									
61630	PIGGLY WIGGLY	011052771024	LAB SUPPLIES- PAPER TOWEL	11/21/2024	31.53	31.53	12/12/2024		620
61637									
61637	PITNEY BOWES INC	3320041166	GENERAL FUND METER RENTA	11/29/2024	49.71	49.71	12/12/2024		100
61637	PITNEY BOWES INC	3320041166	STR METER RENTAL	11/29/2024	3.27	3.27	12/12/2024		100
61637	PITNEY BOWES INC	3320041166	ELECTIONS METER RENTAL	11/29/2024	60.42	60.42	12/12/2024		100
61637	PITNEY BOWES INC	3320041166	ZONING METER RENTAL	11/29/2024	.36	.36	12/12/2024		100
61637	PITNEY BOWES INC	3320041166	UTIL METER RENTAL - W	11/29/2024	18.66	18.66	12/12/2024		610
61637	PITNEY BOWES INC	3320041166	UTIL METER RENTAL - WW	11/29/2024	35.18	35.18	12/12/2024		620
61637	PITNEY BOWES INC	3320041166	UTIL METER RENTAL - C	11/29/2024	5.51	5.51	12/12/2024		630
61637	PITNEY BOWES INC	3320041166	MARINA METER RENTAL	11/29/2024	20.66	20.66	12/12/2024		690

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
71891									
71891	SECURIAN FINANCIAL GRO	December 202	LIFE INSURANCE PREMIUMS -	11/15/2024	459.08	459.08	11/21/2024		100
71891	SECURIAN FINANCIAL GRO	January 2025	LIFE INSURANCE PREMIUMS -	12/06/2024	459.08	459.08	12/12/2024		100
71911									
71911	SEPTIC MAINTENANCE LLC	24434	SLUDGE HAULED TO STURGE	11/14/2024	350.00	350.00	12/02/2024		620
71911	SEPTIC MAINTENANCE LLC	24435	SLUDGE HAULED TO STURGE	11/14/2024	350.00	350.00	12/02/2024		620
71911	SEPTIC MAINTENANCE LLC	24436	SLUDGE HAULED TO STURGE	11/14/2024	350.00	350.00	12/02/2024		620
71911	SEPTIC MAINTENANCE LLC	24437	SLUDGE HAULED TO STURGE	11/14/2024	350.00	350.00	12/02/2024		620
71911	SEPTIC MAINTENANCE LLC	24438	SLUDGE HAULED TO STURGE	11/14/2024	350.00	350.00	12/02/2024		620
71920									
71920	SISTER BAY ADVANCEMEN	2250	SBAA MEMBERSHIP RENEWAL	08/01/2024	300.00	300.00	11/21/2024		690
71931									
71931	SISTER BAY PETRO	October 2024	VILLAGE GAS	10/31/2024	480.77	480.77	12/02/2024		100
71931	SISTER BAY PETRO	October 2024	UTILITY GAS - W	10/31/2024	15.53	15.53	12/02/2024		610
71931	SISTER BAY PETRO	October 2024	UTILITY GAS - WW	10/31/2024	31.07	31.07	12/02/2024		620
71931	SISTER BAY PETRO	October 2024	UTILITY GAS - C	10/31/2024	5.18	5.18	12/02/2024		630
73003									
73003	VERIZON BUSINESS	07431084	VILLAGE PHONE - LONG DISTA	11/10/2024	.28	.28	11/21/2024		100
73003	VERIZON BUSINESS	6988076	Village phone - long distance	10/10/2024	.28	.28	11/21/2024		100
80018									
80018	WI Municipal Clerks Associati	Teich Renewal	MEMBERSHIP FEES - TEICH	12/06/2024	65.00	65.00	12/12/2024		690
81988									
81988	WARNER-WEXEL LLC	242958	CLEANING SUPPLIES	10/01/2024	100.34	100.34	12/02/2024		690
82350									
82350	WI PUBLIC SERVICE	0402302054No	ELECTRICITY - INFO BOOTH	11/27/2024	43.21	43.21	12/12/2024		100
82350	WI PUBLIC SERVICE	0402302054No	ELECTRICITY - WATER	11/27/2024	729.06	729.06	12/12/2024		610
82350	WI PUBLIC SERVICE	0402302054No	ELECTRICITY - WASTEWATER	11/27/2024	3,666.90	3,666.90	12/12/2024		620
82350	WI PUBLIC SERVICE	0402302054No	ELECTRICITY - COLLECTION	11/27/2024	365.43	365.43	12/12/2024		630
82350	WI PUBLIC SERVICE	Nov240407165	WELL #3 - SISTER BAY	11/13/2024	569.23	569.23	11/21/2024		610
82350	WI PUBLIC SERVICE	Nov240407165	WELL #3 - LGUD	11/13/2024	189.75	189.75	11/21/2024		610
82350	WI PUBLIC SERVICE	November 202	FUTURE FACILITIES SITE	11/25/2024	35.20	35.20	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	MAINTENANCE BLDG	11/25/2024	325.76	325.76	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	VILLAGE HALL	11/25/2024	299.81	299.81	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	FIRE STATION	11/25/2024	617.63	617.63	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	ADMIN BLDG	11/25/2024	528.69	528.69	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	STREET LIGHTS	11/25/2024	3,516.27	3,516.27	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	PARKS	11/25/2024	215.85	215.85	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	SPORTS COMPLEX	11/25/2024	477.81	477.81	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	BIKE TRAIL LIGHTS	11/25/2024	194.15	194.15	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	SWALE PUMP	11/25/2024	95.48	95.48	12/12/2024		100
82350	WI PUBLIC SERVICE	November 202	DOCKS	11/25/2024	739.39	739.39	12/12/2024		690
82350	WI PUBLIC SERVICE	November 202	BOATHOUSE	11/25/2024	167.54	167.54	12/12/2024		690
82350	WI PUBLIC SERVICE	October 2024	MAINTENANCE BLDG	10/24/2025	171.01	171.01	11/21/2024		100
82350	WI PUBLIC SERVICE	October 2024	FUTURE FACILITIES SITE	10/24/2025	17.60	17.60	11/21/2024		100
82350	WI PUBLIC SERVICE	October 2024	VILLAGE HALL	10/24/2025	156.38	156.38	11/21/2024		100
82350	WI PUBLIC SERVICE	October 2024	ADMIN BLDG	10/24/2025	212.41	212.41	11/21/2024		100
82350	WI PUBLIC SERVICE	October 2024	STREET LIGHTS	10/24/2025	1,738.84	1,738.84	11/21/2024		100
82350	WI PUBLIC SERVICE	October 2024	PARKS	10/24/2025	125.45	125.45	11/21/2024		100
82350	WI PUBLIC SERVICE	October 2024	SPORTS COMPLEX	10/24/2025	201.35	201.35	11/21/2024		100
82350	WI PUBLIC SERVICE	October 2024	BIKE TRAIL LIGHTS	10/24/2025	96.02	96.02	11/21/2024		100
82350	WI PUBLIC SERVICE	October 2024	SWALE PUMP	10/24/2025	48.52	48.52	11/21/2024		100
82350	WI PUBLIC SERVICE	October 2024	DOCKS	10/24/2025	708.00	708.00	11/21/2024		690
82350	WI PUBLIC SERVICE	October 2024	BOATHOUSE	10/24/2025	84.62	84.62	11/21/2024		690
92404									
92404	WCMA	Schmelzer Ren	MEMBERSHIP DUES - SCHMEL	11/14/2024	262.50	262.50	12/02/2024		100
92404	WCMA	Suppanz Rene	MEMBERSHIP DUES - SUPPAN	11/14/2024	50.00	50.00	12/02/2024		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
99999									
99999	ONE TIME VENDOR	Bach Refund -	REFUND MARINA WL DEPOSIT	12/02/2024	200.00	200.00	12/12/2024		690
99999	ONE TIME VENDOR	Banach Refund	REFUND MARINA WL DEPOSIT	12/02/2024	200.00	200.00	12/12/2024		690
99999	ONE TIME VENDOR	Baumann Refu	REFUND MARINA WL DEPOSIT	12/02/2024	200.00	200.00	12/12/2024		690
99999	ONE TIME VENDOR	Buehler Refund	REFUND MARINA WL DEPOSIT	11/22/2024	200.00	200.00	12/02/2024		690
99999	ONE TIME VENDOR	Christiansen R	REFUND MARINA WL DEPOSIT	11/14/2024	200.00	200.00	11/21/2024		690
99999	ONE TIME VENDOR	Cuene Refund	REFUND MARINA WL DEPOSIT	11/15/2024	200.00	200.00	11/21/2024		690
99999	ONE TIME VENDOR	Donohue Refu	REFUND MARINA WL DEPOSIT	11/15/2024	200.00	200.00	11/21/2024		690
99999	ONE TIME VENDOR	Dunn Refund -	REFUND MARINA WL DEPOSIT	11/21/2024	200.00	200.00	12/02/2024		690
99999	ONE TIME VENDOR	Ehler Refund -	REFUND MARINA WL DEPOSIT	11/22/2024	200.00	200.00	12/02/2024		690
99999	ONE TIME VENDOR	Hendricks Refu	REFUND MARINA WL DEPOSIT	12/02/2024	200.00	200.00	12/12/2024		690
99999	ONE TIME VENDOR	Himmelsbach	REFUND MARINA WL DEPOSIT	11/22/2024	200.00	200.00	12/02/2024		690
99999	ONE TIME VENDOR	Lauer Refund -	REFUND MARINA WL DEPOSIT	11/21/2024	200.00	200.00	12/02/2024		690
99999	ONE TIME VENDOR	Lilligren Refund	REFUND MARINA WL DEPOSIT	11/15/2024	200.00	200.00	11/21/2024		690
99999	ONE TIME VENDOR	Mcllvain Refun	REFUND MARINA WL DEPOSIT	11/22/2024	200.00	200.00	12/02/2024		690
99999	ONE TIME VENDOR	McKay Refund	REFUND MARINA WL DEPOSIT	12/02/2024	200.00	200.00	12/12/2024		690
99999	ONE TIME VENDOR	Rehm Refund -	REFUND MARINA WL DEPOSIT	11/22/2024	200.00	200.00	12/02/2024		690
99999	ONE TIME VENDOR	Reinertson Ref	REFUND MARINA WL DEPOSIT	11/15/2024	200.00	200.00	11/21/2024		690
99999	ONE TIME VENDOR	Schimmer Refu	REFUND MARINA WL DEPOSIT	11/14/2024	200.00	200.00	11/21/2024		690
99999	ONE TIME VENDOR	Seger Refund -	REFUND MARINA WL DEPOSIT	12/02/2024	200.00	200.00	12/12/2024		690
100091									
10009	BADGER METER INC	80179759	ANNUAL SERVICE AGREEMENT	11/28/2024	308.61	308.61	12/12/2024		610
10009	BADGER METER INC	80179759	ANNUAL SERVICE AGREEMENT	11/28/2024	154.51	154.51	12/12/2024		610
10009	BADGER METER INC	80179759	ANNUAL SERVICE AGREEMENT	11/28/2024	617.21	617.21	12/12/2024		620
10009	BADGER METER INC	80179759	ANNUAL SERVICE AGREEMENT	11/28/2024	102.87	102.87	12/12/2024		630
100411									
10041	FERRELLGAS	1128390149	PROPANE FIRE STATION	11/06/2024	1,272.16	1,272.16	12/12/2024		100
10041	FERRELLGAS	1128631995	VILLAGE HALL PROPANE	11/20/2024	493.15	493.15	12/12/2024		100
10041	FERRELLGAS	1128632012	PROPANE MAINTENANCE BLD	12/09/2024	318.00	318.00	12/12/2024		100
10041	FERRELLGAS	1128632013	LIBRARY PROPANE	11/20/2024	651.99	651.99	12/12/2024		100
100491									
10049	HAWKINS INC	6912250	CHEMICALS - WELL #3	11/12/2024	196.37	196.37	11/21/2024		610
10049	HAWKINS INC	6912250	CHEMICALS - WELL #1 AZONE	11/12/2024	196.37	196.37	11/21/2024		610
10049	HAWKINS INC	6915514	CHLORINE CYLINDER RENTAL	11/15/2024	10.00	10.00	11/21/2024		610
100516									
10051	INNOVATIVE PRINTING LLC	37869	TAX BILL INSERTS	11/15/2024	163.00	163.00	12/02/2024		100
10051	INNOVATIVE PRINTING LLC	37992	CROSS CONNECTION FORMS	11/29/2024	159.00	159.00	12/12/2024		610
100541									
10054	ITU ABSORB TECH	8436864	RAGS - WATER	11/12/2024	6.42	6.42	11/21/2024		610
10054	ITU ABSORB TECH	8436864	WWTP LAUNDRY SERVICE	11/12/2024	80.97	80.97	11/21/2024		620
10054	ITU ABSORB TECH	8436864	RAGS - WASTEWATER	11/12/2024	12.85	12.85	11/21/2024		620
10054	ITU ABSORB TECH	8436864	RAGS - COLLECTION	11/12/2024	2.14	2.14	11/21/2024		630
100781									
10078	ONE TIME VENDOR	OVERPAYMEN	REFUND OVERPAYMENT 3206.	11/22/2024	1,068.60	1,068.60	12/02/2024		001
10078	ONE TIME VENDOR	Overpayment 3	REFUND OVERPAYMENT 3290.	11/15/2024	272.10	272.10	11/21/2024		001
101006									
10100	STURGEON BAY UTILITIES	14941	SLUDGE PROCESSING	11/18/2024	3,150.00	3,150.00	11/21/2024		620
101056									
10105	USA BLUEBOOK	INV00471873	CHEMICAL FEED TUBING	09/03/2024	358.23	358.23	11/21/2024		610
10105	USA BLUEBOOK	INV00540342	HYDRANT EXTENSION KIT AND	11/13/2024	1,641.77	1,641.77	11/21/2024		610
101086									
10108	VIKING ELECTRIC SUPPLY I	S008667349.0	LED LIGHTS	11/27/2024	421.20	421.20	12/12/2024		100
10108	VIKING ELECTRIC SUPPLY I	S008667349.0	LED LIGHTS	11/27/2024	174.72	174.72	12/12/2024		100
101126									
10112	WI STATE LAB OF HYGIENE	30034047	DRINKING WATER LAB PROFICI	12/02/2024	366.00	366.00	12/12/2024		610
10112	WI STATE LAB OF HYGIENE	30034047	WWTP LAB PROFICIENCY TEST	12/02/2024	981.00	981.00	12/12/2024		620

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
101207									
10120	DOOR COUNTY HARDWAR	101760 - OCT	CUSTODIAL SUPPLIES	10/31/2024	17.99	17.99	11/21/2024		100
10120	DOOR COUNTY HARDWAR	101760 - OCT	Fire Station Maint	10/31/2024	27.85	27.85	11/21/2024		100
10120	DOOR COUNTY HARDWAR	101760 - OCT	SHOP SUPPLIES	10/31/2024	9.59	9.59	11/21/2024		100
10120	DOOR COUNTY HARDWAR	101760 - OCT	SHOP SUPPLIES	10/31/2024	57.33	57.33	11/21/2024		100
10120	DOOR COUNTY HARDWAR	101760 - OCT	CRACK FILLER	10/31/2024	15.99	15.99	11/21/2024		100
10120	DOOR COUNTY HARDWAR	101760 - OCT	FALL FEST SUPPLIES	10/31/2024	196.57	196.57	11/21/2024		100
10120	DOOR COUNTY HARDWAR	101760 - OCT	PARKS SUPPLIES	10/31/2024	101.43	101.43	11/21/2024		100
10120	DOOR COUNTY HARDWAR	101760 - OCT	PARKS REPAIR - MISC	10/31/2024	12.58	12.58	11/21/2024		100
10120	DOOR COUNTY HARDWAR	101760 - OCT	WWTP MAINT	10/31/2024	26.57	26.57	11/21/2024		620
10120	DOOR COUNTY HARDWAR	101760 - OCT	DOCK MAINT	10/31/2024	21.00	21.00	11/21/2024		690
10120	DOOR COUNTY HARDWAR	502215- 11/30/	8924- STORAGE CONTAINER	11/30/2024	25.99	25.99	12/12/2024		610
10120	DOOR COUNTY HARDWAR	502215- 11/30/	8666- SPRAY PAINT	11/30/2024	6.99	6.99	12/12/2024		610
10120	DOOR COUNTY HARDWAR	502215- 11/30/	8380- CABLE TIES & SNIPS	11/30/2024	28.98	28.98	12/12/2024		610
10120	DOOR COUNTY HARDWAR	502215- 11/30/	8344-AIR COMPRESSOR OIL	11/30/2024	9.99	9.99	12/12/2024		620
101216									
10121	HYDROCORP	CI-03343	COMMERCIAL CROSS CONNEC	11/27/2024	445.76	445.76	12/12/2024		610
10121	HYDROCORP	CI-03343	COMMERCIAL CROSS CONNEC	11/27/2024	11.24	11.24	12/12/2024		610
1001199									
10011	SPECTRUM ENTERPRISE	104064501120	ADMIN INTERNET	12/01/2024	159.98	159.98	12/12/2024		100
10011	SPECTRUM ENTERPRISE	171222601112	PARKS BLDG INTERNET	11/21/2024	149.99	149.99	12/12/2024		100
10011	SPECTRUM ENTERPRISE	171227201112	VILLAGE HALL PHONE	11/21/2024	39.99	39.99	12/12/2024		100
10011	SPECTRUM ENTERPRISE	171227201112	VILLAGE HALL INTERNET	11/21/2024	139.99	139.99	12/12/2024		100
10011	SPECTRUM ENTERPRISE	171227501112	INTERNET - MARINA	11/21/2024	319.96	319.96	12/12/2024		690
10011	SPECTRUM ENTERPRISE	171227501112	CABLE TV - MARINA	11/21/2024	52.49	52.49	12/12/2024		690
1001209									
10012	AMAZON CAPITAL SERVICE	111V-NWL1-3X	MOPS	12/06/2024	46.93	46.93	12/12/2024		690
10012	AMAZON CAPITAL SERVICE	167R-FGKD-H	4 MESH FOR WATER TOWER	10/29/2024	47.98	47.98	12/12/2024		610
10012	AMAZON CAPITAL SERVICE	1H6P-QL4P-11	NAILS	11/12/2024	92.98	92.98	11/21/2024		100
10012	AMAZON CAPITAL SERVICE	1MCJ-46QM-R	EARPLUGS	11/25/2024	143.00	143.00	12/02/2024		100
10012	AMAZON CAPITAL SERVICE	1MCJ-46QM-R	SILICONE GREASE	11/25/2024	32.36	32.36	12/02/2024		100
10012	AMAZON CAPITAL SERVICE	1QRD-HYRP-T	DOG WASTE BAGS	12/02/2024	380.97	380.97	12/12/2024		100
10012	AMAZON CAPITAL SERVICE	1R4M-WMW1-	LIGHTS FOR WATER TOWER	11/01/2024	71.28	71.28	12/12/2024		610
10012	AMAZON CAPITAL SERVICE	1RGL-VY1K-17	18" BAR CLAMP	12/03/2024	60.30	60.30	12/12/2024		100
10012	AMAZON CAPITAL SERVICE	1RGL-VY1K-17	WD-40	12/03/2024	86.02	86.02	12/12/2024		100
10012	AMAZON CAPITAL SERVICE	1W3J-Q9W1-Y	SHOP SUPPLIES	12/05/2024	298.97	298.97	12/12/2024		100
10012	AMAZON CAPITAL SERVICE	1W3V-VXJG-3	TRAILER JACK	11/12/2024	103.20	103.20	11/21/2024		100
10012	AMAZON CAPITAL SERVICE	1WFP-GLYG-K	SEEDED SOD BLANKETS AND	11/15/2024	442.56	442.56	11/21/2024		100
10012	AMAZON CAPITAL SERVICE	1XF6-GPF3-TV	BOOTS - COLLINS	12/02/2024	162.75	162.75	12/12/2024		100
10012	AMAZON CAPITAL SERVICE	1XVT-DYNT-W	WELDING WIRE AND TIP	11/25/2024	90.43	90.43	12/02/2024		100
1001232									
10012	ROBERT W BAIRD & CO.	PF-24012243	ANALYTICAL SERVICES	11/15/2024	1,500.00	1,500.00	11/21/2024		100
1001233									
10012	NEXTIVA INC	40003606270	PHONE - VH	08/31/2024	74.38	74.38	11/21/2024		100
10012	NEXTIVA INC	40003606270	PHONE - ADMIN	08/31/2024	192.11	192.11	11/21/2024		100
10012	NEXTIVA INC	40003606270	PHONE - SPORTS COMPLEX	08/31/2024	36.93	36.93	11/21/2024		100
10012	NEXTIVA INC	40003606270	PHONE - WW PLANT	08/31/2024	154.65	154.65	11/21/2024		620
10012	NEXTIVA INC	40003606270	PHONE - MARINA	08/31/2024	68.76	68.76	11/21/2024		690
10012	NEXTIVA INC	40003970860	PHONE - VH	11/30/2024	74.38	74.38	12/12/2024		100
10012	NEXTIVA INC	40003970860	PHONE - ADMIN	11/30/2024	192.11	192.11	12/12/2024		100
10012	NEXTIVA INC	40003970860	PHONE - SPORTS COMPLEX	11/30/2024	36.93	36.93	12/12/2024		100
10012	NEXTIVA INC	40003970860	PHONE - WW PLANT	11/30/2024	154.65	154.65	12/12/2024		620
10012	NEXTIVA INC	40003970860	PHONE - MARINA	11/30/2024	69.39	69.39	12/12/2024		690
1001238									
10012	ADVANCE AUTO PARTS	14666-418727	OIL & BRAKE CLEANER	11/04/2024	440.14	440.14	11/21/2024		100
10012	ADVANCE AUTO PARTS	14666-418727	AIR FILTER	11/04/2024	53.24	53.24	11/21/2024		100
10012	ADVANCE AUTO PARTS	14666-418940	LIGHTBULB	11/06/2024	38.74	38.74	11/21/2024		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001242									
10012	ZUCCHETTI NORTH AMERI	28878	LODGICAL SUBSCRIPTION - MA	12/15/2024	194.00	194.00	12/12/2024		690
1001267									
10012	PRECISION PROPERTY MAI	#90	CHRISTMAS LIGHTS	11/17/2024	1,665.00	1,665.00	11/21/2024		100
1001272									
10012	J.B. TRUCK SERVICE LLC	6617	BOSS PARTS	11/26/2024	785.04	785.04	12/02/2024		100
1001288									
10012	WI SCTF	CS 11.29.24	11/29/24 PAYROLL WITHHOLDIN	11/25/2024	262.61	262.61	12/02/2024		100
10012	WI SCTF	CS-12.13.2024	CHILD SUPPORT - 2/13/24 PAYR	12/10/2024	262.61	262.61	12/12/2024		100
1001289									
10012	INTEGRATED PROCESS SO	SI002746	PRETREATMENT PLC TESTING	11/13/2024	198.17	198.17	11/21/2024		620
1001304									
10013	FIRST UNUM LIFE INSURAN	0947-452-001 -	LTD INSURANCE	11/14/2024	359.63	359.63	11/21/2024		100
1001320									
10013	MCAHON ASSOCIATES IN	603509	ADMIN CONCEPTUAL DESIGN	11/12/2024	11,613.00	11,613.00	12/02/2024		400
10013	MCAHON ASSOCIATES IN	603510	PW BLDG	11/12/2024	7,218.13	7,218.13	12/02/2024		400
1001327									
10013	SAM JORDAN	Fall Conferenc	MEAL REIMBURSEMENT - MARI	11/22/2024	38.00	38.00	12/02/2024		690
1001335									
10013	HUMAN RESOURCES CON	16580	BENEFITS CONSULTING	11/18/2024	825.00	825.00	12/02/2024		100
10013	HUMAN RESOURCES CON	16628	BENEFITS CONSULTING	12/03/2024	300.00	300.00	12/12/2024		100
1001344									
10013	DOOR COUNTY CLERK OF	23FA62-11.29.	11/29/24 PAYROLL WITHHOLDIN	11/25/2024	25.00	25.00	12/02/2024		100
10013	DOOR COUNTY CLERK OF	23FA62-12.13.	12/13/24 PAYROLL WITHHOLDIN	12/10/2024	25.00	25.00	12/12/2024		100
1001345									
10013	BAHRKE'S HANDYMAN	000046	LIBRARY BENCH REPLACEMEN	11/21/2024	250.00	250.00	12/02/2024		100
Grand Totals:					132,087.63	132,087.63			

Dated: _____

Staff: _____

Report Criteria:

- Detail report.
- Invoice detail records above \$0 included.
- Only paid invoices included.
- Invoice Detail.Input date = 11/16/2024-12/13/2024

Dated This 17th Day of December, 2024
Respectfully Submitted



Volodymyr Gannik
Finance Director/Village Treasurer

AGENDA ITEM 9

Staff Report(s)



PARKS & STREETS DIRECTOR'S REPORT

Date: December 2, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff has completed the set up for the Capture the Spirit Festival.
2. Staff has completed the maintenance demands for all village equipment that is serviced annually.
3. The winterization of all buildings and equipment that need to be shut down have been performed (Bay's Concession Stand, sprinkler system, Village Hall bubbler, etc.).
4. The department has completed its obligation to the Chistkindmarkt (eight picnic tables, I-beam barricades, roping off nearby roadways).
5. Update on the Driveway Access In Front of Marina View Condos:
I have to meet with Steve from Vinton Construction to provide an estimate. I have also reached out to Hockers Excavating and David Schleicher, but have not been able to meet them on site to go over the work plan.
6. Update on the Swim Dock:
I have been in communication with Curtis from Summerset Marine. He will be waiting for the ground to freeze before he starts to work on repairing the swim dock.
7. Update on the New Parks Building:
Alliance Construction has moved the cold storage building to its new location and has begun to excavate the new building site.
8. Update on Waterfront Park Electric:
Action Electric has completed the switching out of streetlights in Waterfront Park. The light near the gazebo has been removed. The brown color light poles near the playground have been swapped for black ones and the smaller light poles near the bathrooms have been replaced with black large ones. Action has also hooked up the power for the additional outlets that were installed in Gateway Park.
9. Staff has completed installing the Waterfront Park bike racks and repair station.

10. The Town of Liberty Grove has agreed to help dig out and regrade the ditches and clear culverts at Maple and Woodcrest, and Cherrywood and Fieldcrest. We are working with the Utilities Department to have Great Lakes jet them. Cleaning the culverts is required by the state per our stormwater program.

AGENDA ITEM 10

Committee Reports

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

<https://storage.googleapis.com/juniper-media-library/57/2024/12/December%20Committee%20Reports.pdf>