



VIRTUAL ONLY
VILLAGE BOARD MEETING

TUESDAY, FEBRUARY 18, 2025 – 6:00 PM

The FIRE STATION is not available due to Election Day

To access the meeting electronically, click:

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

Meeting ID: 443 990 1723 Passcode: 304078

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

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

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

AGENDA

1. Call to Order (Zoom Participants Mute Devices)
2. Roll Call
3. Approve Agenda
4. Approve Meeting Minutes: January 21, 2025
5. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
6. Ordinances & Resolutions
 - a) Ord. 2025-001; Ch. 58; Parking Amendments
 - b) Introduce Ord. 2025-002; Ch. 50; Health and Sanitation; Garbage Amendments
 - c) Introduce Ord. 2025-005; Ch. 62; Utility Code; Misc. Amendments
7. Discussion/Action Items
 - a) Development Agreement Amendment; Eagle Mechanical; State Highway 57
 - b) Intergovernmental Agreement; Membership; Fire Board
 - c) Contract; Concession Stand Addition Design Services; McMahon
 - d) Contract; WWTP Facilities Study; McMahon
 - e) TID Information Requested by Board
 - f) Monthly Financial Report and Appropriations
 - g) Reconsider Contract; Administration Building; Construction Drawings; Mc Mahon
 - h) Draft Letter; 2024 Tax Bills
8. Staff Reports
9. Committee Reports (see below)
10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
11. Executive Session
 - a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; more specifically, performance evaluation of the Village Administrator.
 - b) Motion to Reconvene into Open Session
 - c) Motion for Action, if Appropriate
12. Adjourn

Public Notice

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

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

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

AGENDA ITEM 4

Approve Minutes: January 21, 2025

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, January 21, 2025
(Approval Pending)

Agenda Item No. 1. The January 21, 2025 meeting of the Sister Bay Village Board of Trustees was called to order by President Nate Bell at 6:00 P.M.

Agenda Item No. 2. Roll Call

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

Staff: Village Administrator Julie Schmelzer, Finance Director/Treasurer Vlad Gannik, Utilities Director Megan Barnes, Marina Manager Dave Lienau, Parks & Streets Director Erik Linczmaier, and Clerk Heidi Teich

Others: Laurel Harff, Jill Wiebe, "rwuel", Ellie Soderberg-Guger, Deb Fitzgerald, Brigid White, Paula and Roger Oakdale, Richard Burress, and Thor Johnson

Agenda Item No. 3. Approval of the Agenda

A motion was made by Werner, seconded by Champeau that the Agenda for the January 21, 2025 meeting of the Village Board of Trustees be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes

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

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

Correspondence included in the packet for this meeting were an email from Myles Dannhausen Jr. to the USPS in response to their communication regarding relocation of their office; an email from Rodney Hedeem regarding property taxes, and a request from the Department of Natural Resources regarding the National Flood Insurance Program.

President Bell asked if anyone wished to offer any additional comments. No one responded.

Agenda Item No. 6. Discussion/Action Items:

a) Tax Levy/Tax Bills; Information & Recommendations

The Sister Bay Finance Committee met earlier this month to discuss possible actions the board could take regarding the unexpected increase in property tax bills for 2024, including the possibility of modifying the tax bills and issuing refunds to those taxpayers who have already remitted the tax. At the conclusion of their meeting, the committee recommended that the board take no action to refund taxes. This was reflected in a recent newspaper article.

Bell shared that the committee also reviewed the CIP and suggested some changes that will be incorporated into the budget process for 2026. Bhirdo indicated that an updated CIP reflecting the changes discussed at the Jan. 7, 2025 meeting, amounting to approximately \$600,000, will be presented at the next Finance meeting to illustrate the overall impact of the changes made over the next five-year period.

Schmelzer added that the committee has suggested some budget policies that will be presented to the board at a future meeting for approval. Howson did not recall discussing any policies, which Schmelzer then summarized from her notes. Schmelzer was asked to draft a press release to communicate the board's decision that tax bills will not be remade and send it to the members electronically so they can provide feedback before it is issued to the public.

b) Post Office; Lease Update

Schmelzer shared her latest conversation with the post office regarding their lease, which expires in 2026. She communicated to USPS that the village has no desire to see them leave the community, but the village cannot provide a new facility for them at this time. The village would like to offer a new lease for the existing facility, for a four-year term, and a letter to that effect was sent to USPS. Howson inquired about the rental fee, and if it was negotiable, which Schmelzer believes is possible. The village is now awaiting a response from USPS about their future plans.

c) Contract; Administration Building; Construction Drawings; McMahon

A recommendation was forwarded by the Parks, Property & Streets Committee to approve a contract with McMahon & Associates for the construction design of the new village administration building to be located on the former Logerquist property on Woodcrest Road. A copy of the contract, at an approximate cost of \$202,000, was provided in the meeting packet for the members to review.

Bell stated that he is not in favor of moving forward with this contract until the Capital Improvement Plan (CIP) approved this past October is amended and adopted, and the overall village financial situation is clearer. Howson agreed, noting that she has heard comments from the residents that the village is not on solid financial ground. Werner expressed surprise at this item being on tonight's agenda as she believed the project was on hold.

Bhirdo reminded the board that this item was approved for 2025 in the prior CIP, and taking no action now would push it out for another year. Bell responded that they have been making decisions on less than complete information for years, so he is not opposed to putting this project off. Bhirdo added that the administration building was part of the debt service calculations Baird presented along with the Mill Road Triangle Project (also on the agenda for approval at this meeting), in which the village's debt service will remain at approximately \$850,000 over the next several years to complete both projects. Bell responded that he has little faith in those debt projections and changes to the budget are needed. He added that, with many moving parts to the budget, a change made here will impact future items and he needs to understand that better with a new debt model before acting.

Champeau expressed concern about the increased costs that would come with delaying this project for a year or two, and Bhirdo and Harff agreed. Howson disagreed, stating that no one can predict future costs, and that she could not in good conscience vote to move forward with this item. Bell acknowledged that future costs may likely increase, but with only one productive finance meeting behind them which resulted in suggested revisions to the CIP, he felt they should work harder to further revise the document now in anticipation of future cost increases.

Bhirdo reminded the board that this contract is only to seek construction drawings, which, when let for bid, will get them some finite numbers on cost. There is no obligation by the board to proceed once those costs are known. Bell repeated that he wants a "big picture" of the finances once the revisions suggested by the finance committee are incorporated into the CIP and they meet again to review that document.

A motion was made by Bhirdo, seconded by Champeau to approve a contract with McMahon & Associates for the construction design of a new village administration building as presented. A roll call vote was taken on the motion, and the members voted in the following fashion:

Bhirdo – aye; Champeau- aye; Harff – aye; Howson – nay; Orozco – nay; Wener – nay; Bell – nay

Motion failed.

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

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

Bell noted that there was no sense in discussing this matter as the previous item pertaining to a future administration building was voted down.

A motion was made by Bell, seconded by Howson to deny a contract with Stantec Consulting for engineering and land surveying services for a new village administration building as presented. Motion carried – 4-3, with Bhirdo, Champeau and Harff opposed.

e) Contract; Triangle Area Engineering; Robert E. Lee

Schmelzer provided a brief overview of the proposed project to repair the roads in the area around the existing administration building, consisting of Maple Drive, Bluffside Road and a portion of Mill Road west of Highway 42. This project was approved as part of the former CIP and the approximate contract cost of \$110,00 will be paid from PRAT funds.

Howson asked if there would be a public meeting to discuss details of the project, such as the ornamental lighting and sidewalks. Schmelzer responded that the streetlight design and decorative touches will be completed by Robert E. Lee and reviewed by the Parks, Property & Streets Committee. A future meeting with the public to introduce the plan will be scheduled.

A motion was made by Bhirdo, seconded by Harff to approve a contract with Robert E. Lee for surveying and engineering of the area referred to as the Mill Road Triangle as presented. Motion carried – all ayes.

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

A recommendation was forwarded from the Marina Committee to approve a contract with Marley Inksetter and Merih Bayirli for commercial services at the Sister Bay Marina. Inksetter and Bayirli purchased *Sail Door County*, which was under contract with the marina with the former owner, Peder Nelson.

1 *A motion was made by Bell, seconded by Howson to approve a contract with Marley Inksetter and Merih*
 2 *Bayirli, operating Sail Door County, for commercial vendor services at the Sister Bay Marina as presented.*
 3 *Motion carried – all ayes.*

6 **g) Monthly Financial Report and Appropriations**

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

10 *A motion was made by Bhirdo, seconded by Harff to pay the monthly bills in the amount of \$2,100,508.38*
 11 *as presented. Motion carried – all ayes.*

13 **Agenda Item No. 7. Staff Reports**

14 Staff Reports from the Village Administration, Public Works Department and Sewer and Water Utility were
 15 included in the meeting packet. Howson asked for updates on the ice rink to be brought to a future Parks,
 16 Property & Streets Committee meeting.

18 **Agenda Item No. 8. Department Annual Reports**

19 Annual reports were prepared by the Administrator, Village Clerk, Utilities Director, Parks & Streets
 20 Director and Marina. The board had questions on the village's poverty data presented in the report and
 21 requested that this information be clarified before the combined reports are made available on the village
 22 website.

24 **Agenda Item No. 9. Committee Reports**

26 **Finance Committee:** Minutes of the January 7, 2025 meeting of the Finance Committee were included in
 27 the meeting packet. Bhirdo asked if Schmelzer has investigated the deadlines for requesting an extension
 28 of TID #1. It appears that there is time should the board choose to pursue that option at a future meeting
 29 of the Joint Review Board.

31 **Fire Board:** The Fire Board met on December 30, 2024. Harff shared that the department is exploring
 32 funding options from the county as a whole, rather than just locally, to obtain needed equipment, such
 33 as new radios. The new fire engine is in production, and the department is planning some fundraising to
 34 get additional equipment not currently budgeted.

36 **Ad Hoc Green Tier Legacy Community Committee:** The Green Tier Legacy Community Committee met,
 37 and minutes of the January 16, 2025 meeting were included in the packet. The committee is continuing
 38 to work on the development of a plastics recycling facility for the area and has been discussing ways to
 39 celebrate Earth Day this April.

41 **Historical Society:** Minutes were not provided. Champeau reported that bills are still be finalized for
 42 Christkindlmarkt, which saw less traffic this year than in 2023. A Sister Bay Marina Club has been formed
 43 to raise funds for converting the Sister Bay Boathouse into a nautical museum to house the *Shadow*, and
 44 provide a "members-only" boaters' lounge. This has not yet been discussed with the Marina Committee
 45 yet.

1 **Housing Committee:** The Housing Committee met on January 7, 2025. Champeau reported that they met
2 with a speaker from Crested Butte, Colorado, a community similar to Sister Bay, who shared details on
3 how they are addressing housing shortages in that state.
4

5 **Library Commission:** Minutes of the December 9, 2025 meeting of the Library Commission were
6 submitted. Trustee Harff reported Martha Newkirk has stepped down from her position on the
7 commission and Glenna Peters, Liberty Grove, will be taking her place.
8

9 **Marina Committee:** The Marina Committee met on January 8, 2025, but minutes were not provided for
10 the meeting packet. Werner shared they the marina is planning for replacing the boardwalk, and they are
11 meeting with the Sewer and Water Utility Committee regarding sewer billing.
12

13 **Parking Committee:** The Parking Committee has not yet met.
14

15 **Parks, Property & Streets Committee:** The Parks, Property & Streets Committee minutes from January 6,
16 2025 were included in the meeting packet. Howson noted that the committee invited current participants
17 in the community garden to share information with the group. There is also a desire to hold a Volunteer
18 Day for selected projects in the village.
19

20 **Personnel Committee:** Minutes from the January 8, 2025 meeting of the Personnel Committee were
21 provided in the packet. Howson reported that the personnel handbook is being updated, as well as the
22 creation of committee bylaws. She also shared the committee's desire to see the creation of updated
23 staff evaluation forms.
24

25 **Plan Commission:** The Plan Commission did not meet in December.
26

27 **SBAA:** No minutes were provided. Orozco reported that the board is working on its 2025 brochure, with
28 a goal of having it ready for distribution before the NFL draft. Orozco also shared that Tonya Crowell is
29 the new SBAA president and they will be appointing two new board members.
30

31 **Tourism Zone Commission:** No minutes were provided. Howson reported the Destination Door County
32 budget has been approved and adopted. They have also formed a committee to work on the strategic
33 plan beginning 2026.
34

35 **Sewer and Water Utility Committee:** Minutes of the January 14, 2025 meeting of the Sewer and Water
36 Utility were provided after the packets for this meeting were prepared. Bhirdo noted that the utility has
37 identified and corrected several issues contributing to water loss in the village.
38

39 **Village Hall Planning Task Force:** The Village Hall Planning Task Force has not met recently.
40

41 **Zoning Board of Appeals:** Minutes of the December 19, 2024 meeting of the Zoning Board of Appeals
42 were provided. Howson inquired on the outcome of a motion should there be a tied vote. Schmelzer
43 stated that a tie is equivalent to a "No" vote.
44

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

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

The board requested that the County Supervisor be contacted and asked to report to the board at its monthly meetings.

The next meeting of the Village Board of Trustees will be presented virtually only due to the Spring Primary taking place at the Fire Station on February 18, 2025. The meeting will begin at 6:00 P.M.

Agenda Item No. 12 Adjourn

At 7:46 P.M. a motion was made by Howson, seconded by Orozco to adjourn the January 21, 2025 meeting of the Village Board of Trustees. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich,
Village Clerk

AGENDA ITEM 5

Comments, Correspondence and Concerns
from the Public



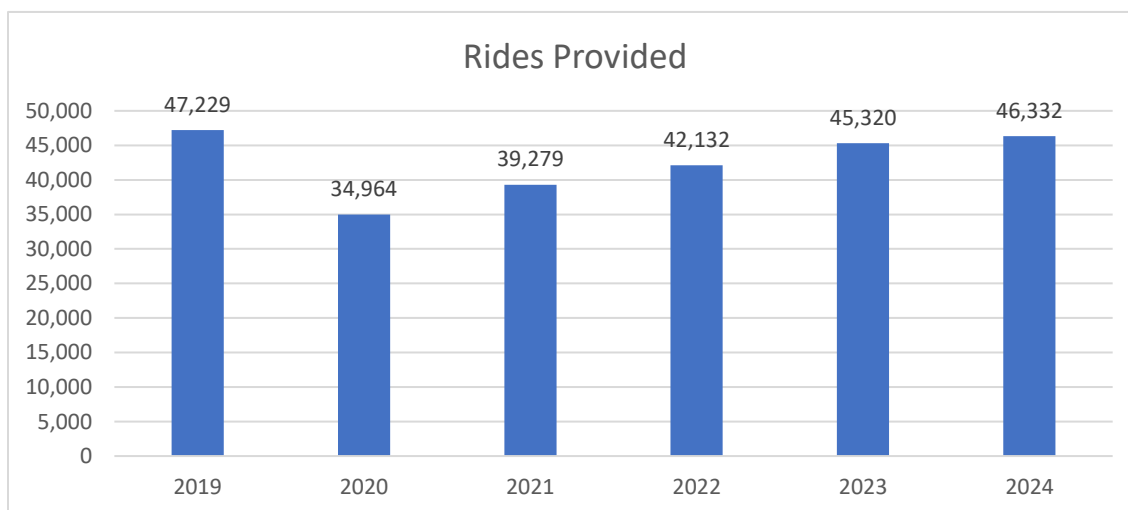
Door County Transportation Department Newsletter 2024 Service Overview January 2025

Get Connected. Get on Board.

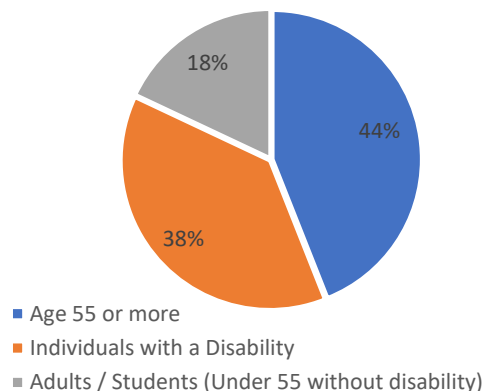
The County of Door operates public transit services through its Transportation Department located at the Aging and Disability Resource Center (ADRC). Public transit services do not have eligibility requirements. Therefore, anyone may ride for any reason. Services are offered through Door County Connect and Door 2 Door Rides. Please see next page for service details.



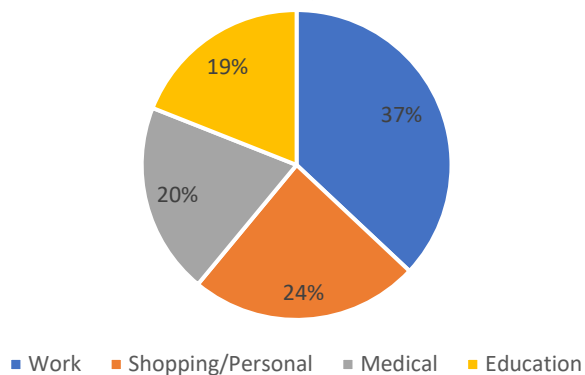
The following are a few of our ridership statistics:



Rider Demographics



Trip Purpose



For up-to-date information, to schedule a presentation, or to support Door County Connect-Public Transit, please contact:

Pam Busch at (920) 746-5982 or e-mail pbusch@co.door.wi.us



Door County Connect

Door County Connect provides rides throughout the City of Sturgeon Bay and an extended area up to 10 miles from the ADRC. Service is available Monday through Thursday, 7:45 am-4:15 pm and Friday 7:45 am-1:15 pm.

Riders pay \$2.00 per trip in the city and \$5.00 per trip in the extended area. Travelers who are within the city service area and have lunch at the ADRC in Sturgeon Bay pay a half price fare.

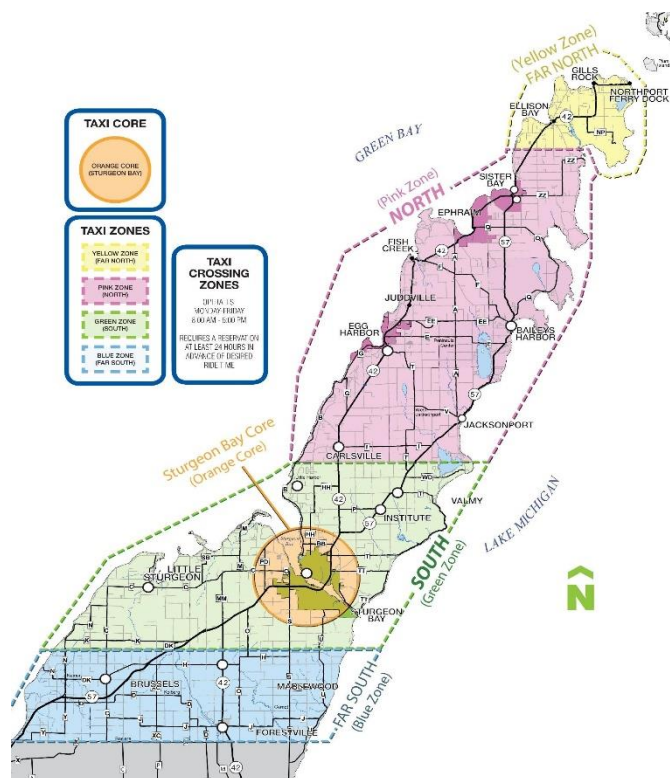
Schedule a Ride: Call (920) 746-6944

Questions: Call (920) 746-5982 or

Email transportation@co.door.wi.us

Door 2 Door Rides

Door 2 Door Rides provides rides throughout the County, except for service on Washington Island.



Service is available Monday through Sunday in the Orange and Green areas and Monday through Friday in the Blue, Pink and Yellow areas.

Fares are dependent on where a person is traveling.

You can view fares at:

<https://doorcountyconnect.com/1049/Service-Areas-Hours-and-Rates>

Schedule a Ride: Call (920) 746-6948

Questions: Call (920) 746-5982 or

Email transportation@co.door.wi.us

**Follow Door County Connect on Facebook
and check out the website www.doorcountyconnect.com**

*Fun Fact
Every \$1 invested in public
transit generates approximately
\$5 in economic returns.*



FW: Website Contact Form Submission

From Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Date Mon 1/27/2025 11:15 AM

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

From: Diane Barounis <noreply@municipal.email>

Sent: Friday, January 24, 2025 1:24 PM

To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Subject: Website Contact Form Submission

Name: Diane Barounis

Email: diane.rose.b@comcast.net

Phone: 847-986-5603

Message:

I am writing to thank the the Trustees of Sister Bay for pausing construction of the new administration building at the January 21, 2025 Trustee meeting. This was a wise and prudent financial decision and I applaud the four Trustees that includes Village President Nate Bell for taking this action. My husband and I are fortunate to have a second home in Sister Bay, which we go to frequently. We have been home owners and property tax payers since 2012. We love Sister Bay and Door Country. Of late we have felt that development has gotten a bit out of hand. As a result, we are pleased to see the Trustees vote to temporarily halt construction of what I understand will be a large and very costly building complex. This shows fiscal responsibility and restraint that we feel is especially needed at this point in time. We also note the need for affordable housing in the area and hope that the Trustees continue to look at the wider picture of need for all the residents of Sister Bay. Thank you!



Correspondence for the Board

From Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Date Tue 1/28/2025 8:39 AM

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

From: Keith Wiebe <keith.wiebe@gmail.com>

Sent: Monday, January 27, 2025 3:47 PM

To: Julie Schmelzer <julie.schmelzer@sisterbaywi.gov>

Subject: idea on new admin building and fire station

Hi Julie, for some reason I wasn't able to submit this through the online form at <https://sisterbaywi.gov/contact-us/>, so Heidi gave me your address to email you directly. Thanks.

Dear Sister Bay Village Board and Office,

Thank you for your work to balance the many goals of Sister Bay and its residents. I am writing about plans for a new village administration building and (eventually) a new fire station. While I recognize the Village Office's need for more space, I support the Board's recent vote to pause that planning while gathering more information. It seems that much of the discussion in the recent meeting was about cost, but I would like to urge that the location of the new administration building also be further reviewed.

In the Board meeting last fall where the proposed new administration building was first introduced to residents, one argument against moving the Village Office into the current fire station was that it would be problematic if fire trucks were responding to a call while people were arriving at the fire station for a meeting. But in the same Board meeting it was explained that the eventual plan was to relocate the fire station to the Logerquist property as well, next to the new administration building. Presumably the same concern would apply there.

Instead, I would urge the Board to consider building a new fire station on the Logerquist property sooner rather than later, and renovating the existing fire station to house the Village Office. This would (1) address the traffic/access/safety concerns about the current fire station, (2) keep the Village Office closer to the community, and (3) avoid the problem of a large vacant building and property near the center of the community. As part of that option, the garage portion of the current fire station could be converted into an indoor recreation center, which I understand is currently being explored at the county level.

I realize that this would not be a quick solution, nor would it necessarily be less expensive. But I would be much more enthusiastic about spending Sister Bay resources in a way that addresses these multiple concerns in a coordinated and strategic way like this.

Thanks for the opportunity to provide input.

Keith Wiebe
Woodcrest Village, Sister Bay
(keith.wiebe@gmail.com)



Door County Wisconsin

February 5, 2025

Julie Schmelzer, Village Administrator
Village of Sister Bay
PO Box 769
Sister Bay, WI 54234

Dear Julie:

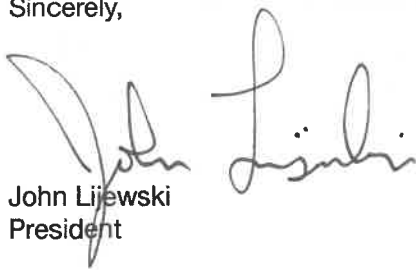
On behalf of the Board of the Sister Bay Historical Society (SBHS), I want to extend my thanks to you and the Village Board for granting our request for an increase in the Village's annual allotment to SBHS, from \$5,000 to \$15,000. We recently received the 2025 check for \$15,000.

For many years, the Village has been a thoughtful and generous supporter of SBHS, and it's particularly gratifying to get this acknowledgment of the value of our partnership at a time when budgets are especially challenging.

We also appreciate the Village's willingness last year to allow us to use the Old Schoolhouse on a couple of occasions as a venue for children's programming. That worked out very nicely, and we're hoping to build on the success of those programs with additional ones this summer. Thanks too for the Village's recognition of the importance of Christkindlmarkt to the entire Sister Bay Community, and for its support of that event in a number of ways.

We will continue working to justify the Village's faith in our organization, and to meet our common goal of preserving and promoting the history of this wonderful community.

Sincerely,



John Lijewski
President

Julie
Thank You So Much
For ALL THAT YOU
Do For US!
JL



support for Board position on Administration building

From Rodney Hedeem <rshedeem@gmail.com>

Date Wed 2/12/2025 2:11 PM

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

Cc Rodney Hedeem <rshedeem@gmail.com>

Please pass on my support to the Board Members that voted for removing the new Administration building from the list of projects for this year.

Rodney A Hedeem



Administration Building

From Rodney Hedeem <rshedeem@gmail.com>

Date Wed 2/12/2025 2:22 PM

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

More specifically please pass my thanks on to Nate Bell, Louise Howson, Lilly Orozco, and Allison Werner for their sanity vote on stopping the new Administration building. When we have a current tax rate that is three times that of our Liberty Grove neighbors it's time to look and think about what we are trying to achieve. Thanks

Rodney A Hedeem



Door County Sheriff's Office

Law Incident Address History Report, by Nature

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
24-016442	07:24:17 10/04/24	911 Follow Up	2236 MILL RD; Sister Bay-V; RM 121, Sister Bay, WI	LVSI	ACT
24-016528	12:47:14 10/05/24	911 Follow Up	10695 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-016684	16:16:24 10/07/24	911 Follow Up	2210 MILL RD; Sister Bay-V, UNIT 1, Sister Bay, WI	LVSI	CLO
24-016810	16:14:23 10/09/24	911 Follow Up	2544 S BAY SHORE DR; Sister Bay-V; COACHLITE INN, Sister Bay, WI	LVSI	CLO
24-016986	16:18:55 10/12/24	911 Follow Up	2502 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017346	22:05:38 10/18/24	911 Follow Up	2544 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017482	10:47:10 10/20/24	911 Follow Up	10685 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017965	12:56:06 10/28/24	911 Follow Up	10527 JUDITH BLAZER DR; Sister Bay-V; UNIT 3, Sister Bay, WI	LVSI	CLO
24-018254	13:33:36 11/02/24	911 Follow Up	10494 E STONY RIDGE CIR; Sister Bay-V, UNIT 58, Sister Bay, WI	LVSI	CLO
24-019298	10:42:53 11/22/24	911 Follow Up	10560 APPLEWOOD RD; Sister Bay-V; Sister Bay-V RM 121, Sister Bay, WI	LVSI	CLO
24-019615	13:34:50 11/28/24	911 Follow Up	10804 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019674	05:58:19 11/30/24	911 Follow Up	2383 MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019689	13:05:00 11/30/24	911 Follow Up	10506 ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019786	19:13:38 12/02/24	911 Follow Up	10506 ST HY 57; Sister Bay-V; SCANDINAVIAN LODGE, Sister Bay, WI	LVSI	ACT
24-020032	18:11:46 12/07/24	911 Follow Up	10554 APPLEWOOD RD; Sister Bay-V; APT 112, Sister Bay, WI	LVSI	CLO
24-016317	19:03:05 10/02/24	Alarm	2350 MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017605	12:04:18 10/22/24	Alarm	10576 COUNTRY WALK DR; PIGGLY WIGGLY; SISTER BAY - V, Sister Bay, WI	LVSI	ACT
24-018006	08:08:21 10/29/24	Alarm	2614 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018096	16:25:34 10/30/24	Alarm	2614 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019133	08:28:11 11/19/24	Alarm	2614 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-020725	10:00:42 12/23/24	Alarm	2350 MAPLE DR; Sister Bay-V; SUITE 102, Sister Bay, WI	LVSI	ACT
24-020875	06:36:40 12/27/24	Alarm	2619 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
24-021039	08:05:09 12/30/24	Alarm	2614 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-021090	16:23:33 12/30/24	Alarm	2614 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-016656	10:02:18 10/07/24	Animal Welfare	10698 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-021065	11:59:49 12/30/24	Bh Follow Up	10461 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-020497	16:58:40 12/17/24	Car In Ditch	APPLEWOOD RD & MEADOW WOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-016282	08:37:21 10/02/24	Citizen Assist	2544 S BAY SHORE DR; Sister Bay-V; ROOM 105, Sister Bay, WI	LVSI	CLO
24-016384	14:54:28 10/03/24	Citizen Assist	2544 S BAY SHORE DR; Sister Bay-V; RM 101, Sister Bay, WI	LVSI	CLO
24-017360	02:53:51 10/19/24	Citizen Assist	10571 ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017442	20:22:35 10/19/24	Citizen Assist	2378 MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018792	17:44:51 11/12/24	Citizen Assist	10886 N SPRING RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019965	14:54:57 12/06/24	Citizen Assist	10635 N HIGHLAND RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-019998	01:22:42 12/07/24	Citizen Assist	10635 N HIGHLAND RD; Sister Bay-V; Sister Bay-V APT 10, Sister Bay, WI	LVSI	CLO
24-020385	08:44:20 12/15/24	Citizen Assist	10748 N BAY SHORE DR; BHIRDOS BY THE BAY; SISTER BAY - V, Sister Bay, WI	LVSI	CLO
24-021010	17:10:55 12/29/24	Citizen Assist	10457 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-016242	08:42:53 10/01/24	Death Invest	2400 CHERRYWOOD LN; Sister Bay-V UNIT 51, Sister Bay, WI	LVSI	CLO
24-019886	18:40:44 12/04/24	Death Invest	10450 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-020119	11:57:54 12/09/24	Deliver Message	10771 N SPRING RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-020440	15:06:05 12/16/24	Dog Bite	N BAY SHORE DR & MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-017799	17:08:34 10/25/24	Elder Abuse	10554 APPLEWOOD RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017078	08:49:02 10/14/24	Elevator Alarm	2669 S BAY SHORE DR; Sister Bay-V; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-017328	17:57:23 10/18/24	Elevator Alarm	10554 APPLEWOOD RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020529	08:48:36 12/18/24	Elevator Alarm	2345 MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017377	11:38:02 10/19/24	Fainted	10640 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017435	19:33:39 10/19/24	Fall	10653 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-019690	14:28:26 11/30/24	Family Fight	2539 GLEN LN; Sister Bay-V; UNIT 10, Sister Bay, WI	LVSI	CLO

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
24-016630	18:34:05 10/06/24	Fire	10592 WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017686	20:32:58 10/23/24	Fire	10363 ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018883	11:35:10 11/14/24	Fire	10533 CHERRYWOOD CT; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019243	07:45:47 11/21/24	Fire	10541 FIELDCREST RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-017254	14:32:50 10/17/24	Fire Alarm	10420 FIELDCREST RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-017623	18:07:43 10/22/24	Fire Alarm	10528 BAY RIDGE PL; Sister Bay-V; BLDG B, Sister Bay, WI	LVSI	CLO
24-017884	22:46:01 10/26/24	Fire Alarm	10420 FIELDCREST RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018131	14:41:22 10/31/24	Fire Alarm	10560 APPLEWOOD RD; Sister Bay-V; MEADOWS, Sister Bay, WI	LVSI	CLO
24-018167	05:46:11 11/01/24	Fire Alarm	10560 APPLEWOOD RD; SERENITY SPRINGS SENIOR LIV Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-018169	05:48:33 11/01/24	Fire Alarm	2311 MEADOW WOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-018171	06:03:52 11/01/24	Fire Alarm	2311 MEADOW WOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020630	13:37:32 12/20/24	Fire Alarm	2261 MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018056	23:58:43 10/29/24	Fleeing/Eluding	N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-017176	21:42:40 10/15/24	Found Property	10748 N BAY SHORE DR; BHIRDOS BY THE BAY; SISTER BAY - V, Sister Bay, WI	LVSI	CLO
24-017381	11:54:48 10/19/24	Found Property	SCANDIA RD & N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017406	15:47:25 10/19/24	Found Property	2258 MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017424	18:21:53 10/19/24	Found Property	10733 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017447	20:55:00 10/19/24	Found Property	N BAY SHORE DR & MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017781	12:19:34 10/25/24	Found Property	FIELDCREST RD & GLEN LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017256	14:30:16 10/17/24	Fraud	2259 MILL RD; Sister Bay-V; Sister Bay-V UNIT 15B, Sister Bay, WI	LVSI	CLO
24-016479	17:25:19 10/04/24	Gas Drive Off	10748 N BAY SHORE DR; BHIRDOS BY THE BAY; SISTER BAY - V, Sister Bay, WI	LVSI	CLO
24-017940	22:12:18 10/27/24	Hazmat	10455 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-019563	15:09:53 11/27/24	Hazmat	10668 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-017284	00:57:12 10/18/24	Heart Problem	2405 COUNTRY WALK DR; Sister Bay-V; APT B. Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020636	15:47:52 12/20/24	Heart Problem	2345 CANTERBURY LN; Sister Bay-V; PROCEDURE RM., Sister Bay, WI	LVSI	CLO

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
24-017443	20:25:48 10/19/24	Hit And Run	10573 COUNTRY WALK DR; Sister Bay-V, LVSI Sister Bay, WI		CLO
24-020721	02:57:31 12/23/24	Information	10457 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-017417	17:27:20 10/19/24	Intoxication	10663 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017582	21:42:57 10/21/24	Intoxication	2261 MILL RD; Sister Bay-V; APT A10, Sister Bay, WI	LVSI	CLO
24-017584	01:18:39 10/22/24	Intoxication	2261 MILL RD; Sister Bay-V; Sister Bay-V APT A10, Sister Bay, WI	LVSI	CLO
24-019732	14:51:54 12/01/24	Lost Property	10372 ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-017397	14:32:26 10/19/24	Medical	10698 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017418	17:36:05 10/19/24	Medical	2349 MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018263	15:32:45 11/02/24	Medical	2258 MILL RD; Sister Bay-V, Sister Bay, WILVSI		CLO
24-019474	19:00:55 11/25/24	Medical	10635 N HIGHLAND RD; Sister Bay-V; UNIT 10, Sister Bay, WI	LVSI	CLO
24-018624	16:06:34 11/09/24	Medical Alarm	10816 N SPRING RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-020597	18:00:39 12/19/24	Medical Alarm	10576 COUNTRY WALK DR; PIGGLY WIGGLY; SISTER BAY - V, Sister Bay, WI	LVSI	CLO
24-017354	23:33:15 10/18/24	Noise Complaint	10523 S HIGHLAND RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017367	08:43:43 10/19/24	Parking Problem	10640 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017420	17:48:25 10/19/24	Parking Problem	10811 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017433	19:24:42 10/19/24	Parking Problem	10673 REGATTA WAY; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-019685	11:46:58 11/30/24	Parking Problem	ST HY 57 & NORTHWOODS DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019980	18:35:54 12/06/24	Parking Problem	2328 MILL RD; Sister Bay-V, Sister Bay, WILVSI		CLO
24-020316	19:47:32 12/13/24	Parking Problem	2328 MILL RD; Sister Bay-V, Sister Bay, WILVSI		ACT
24-017119	19:50:14 10/14/24	Pd - Car / Deer	S BAY SHORE DR & COUNTRY LN; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-016480	17:46:11 10/04/24	Pd Accident	10677 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-016510	09:22:40 10/05/24	Pd Accident	10576 COUNTRY WALK DR; PIGGLY WIGGLY; SISTER BAY - V, Sister Bay, WI	LVSI	ACT
24-016969	12:10:32 10/12/24	Pd Accident	MILL RD & PARKVIEW LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017330	17:55:09 10/18/24	Pd Accident	MAPLE DR & BLUFFSIDE LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-019317	16:25:05 11/22/24	Pd Accident	10576 COUNTRY WALK DR; PIGGLY WIGGLY; SISTER BAY - V, Sister Bay, WI	LVSI	CLO
24-019875	16:47:40 12/04/24	Pd Accident	N BAY SHORE DR & MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
24-020674	13:11:04 12/21/24	Pd Accident	N BAY SHORE DR & MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020287	11:19:33 12/13/24	Pi Accident	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-016541	15:03:32 10/05/24	Property Damage	2669 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018251	13:09:39 11/02/24	Property Damage	2547 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018493	14:48:45 11/07/24	Property Damage	2322 MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-017411	16:49:13 10/19/24	Reckless Driver	ST HY 57 & ORCHARD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020179	16:46:45 12/10/24	Reckless Driver	N BAY SHORE DR & ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-016922	16:57:05 10/11/24	Suspicious	10438 ORCHARD DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-016945	23:39:50 10/11/24	Suspicious	2613 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-017640	00:58:12 10/23/24	Suspicious	10527 JUDITH BLAZER DR; Sister Bay-V, UNIT 4, Sister Bay, WI	LVSI	CLO
24-018027	13:07:25 10/29/24	Suspicious	10461 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-018089	14:08:13 10/30/24	Suspicious	10461 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-018287	22:12:03 11/02/24	Suspicious	10461 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-019071	03:35:54 11/18/24	Suspicious	10461 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-019222	00:12:20 11/21/24	Suspicious	2447 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020152	03:45:38 12/10/24	Suspicious	10455 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
24-020235	10:16:24 12/12/24	Suspicious	10625 N HIGHLAND RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020487	15:42:21 12/17/24	Suspicious	10461 SHOALS CT; Sister Bay-V; Sister-Bay-V; Sister Bay-V; S, Sister Bay, WI	LVSI	CLO
24-017459	01:32:31 10/20/24	Tavern Check	10641 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-016475	16:36:07 10/04/24	Traffic Hazard	COUNTRY WALK DR & S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018196	16:30:45 11/01/24	Traffic Hazard	COUNTRY WALK DR & S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-021091	16:44:50 12/30/24	Traffic Offense	S BAY SHORE DR & N HIGHLAND RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017345	22:07:59 10/18/24	Traffic Stop	FIELDCREST RD & CHERRYWOOD LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017347	22:23:47 10/18/24	Traffic Stop	N BAY SHORE DR & BLUFFSIDE LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017357	00:53:38 10/19/24	Traffic Stop	MILL RD & CLAFLIN LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
24-017415	17:15:50 10/19/24	Traffic Stop	N BAY SHORE DR & MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017674	19:22:46 10/23/24	Traffic Stop	S BAY SHORE DR & COUNTRY WALK DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017677	19:54:35 10/23/24	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017680	20:13:10 10/23/24	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017707	10:09:26 10/24/24	Traffic Stop	CANTERBURY LN & ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017708	10:32:04 10/24/24	Traffic Stop	SUNSET DR & S SPRING RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017814	19:29:20 10/25/24	Traffic Stop	ST HY 57 & COUNTRY WALK DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-018360	18:53:04 11/04/24	Traffic Stop	10576 COUNTRY WALK DR; PIGGLY WIGGLY; SISTER BAY - V, Sister Bay, WI	LVSI	CLO
24-018411	09:09:25 11/06/24	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018559	15:51:28 11/08/24	Traffic Stop	S BAY SHORE DR & FOREST LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-018768	10:50:51 11/12/24	Traffic Stop	FIELDCREST RD & S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-018960	21:09:55 11/15/24	Traffic Stop	S BAY SHORE DR & COUNTRY WALK DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-018974	03:14:26 11/16/24	Traffic Stop	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-019117	19:35:00 11/18/24	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019157	16:02:02 11/19/24	Traffic Stop	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-019262	16:44:06 11/21/24	Traffic Stop	S BAY SHORE DR & COUNTRY LN; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019324	17:16:21 11/22/24	Traffic Stop	ST HY 57 & NORTHWOODS DR; Sister Bay-V; INFRONT OF NORTH SHOP, Sister Bay, WI	LVSI	CLO
24-019376	16:13:18 11/23/24	Traffic Stop	N BAY SHORE DR & MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019450	06:39:36 11/25/24	Traffic Stop	N BAY SHORE DR & MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-019601	00:34:47 11/28/24	Traffic Stop	CANTERBURY LN & ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-019736	17:28:23 12/01/24	Traffic Stop	COUNTRY WALK DR & ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-019931	17:03:20 12/05/24	Traffic Stop	ST HY 57 & CHERRYWOOD LN; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-020110	10:02:24 12/09/24	Traffic Stop	ST HY 57 & ORCHARD DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-020272	23:10:08 12/12/24	Traffic Stop	COUNTRY WALK DR & S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
24-020302	16:11:44 12/13/24	Traffic Stop	10733 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-020367	18:30:05 12/14/24	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020395	15:56:31 12/15/24	Traffic Stop	S BAY SHORE DR & COUNTRY LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020444	16:41:37 12/16/24	Traffic Stop	10576 COUNTRY WALK DR; PIGGLY WIGGLY; SISTER BAY - V, Sister Bay, WI	LVSI	ACT
24-020451	17:09:51 12/16/24	Traffic Stop	COUNTRY WALK DR & S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
24-020521	06:12:21 12/18/24	Traffic Stop	LITTLE SISTER RD & PEBBLE BEACH RD; Liberty Grove - Sist; Si, Sister Bay, WI	LVSI	CLO
24-020567	06:51:43 12/19/24	Traffic Stop	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020694	08:55:01 12/22/24	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020820	20:23:40 12/25/24	Traffic Stop	ST HY 57 & CANTERBURY LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-020966	17:56:35 12/28/24	Traffic Stop	N BAY SHORE DR & MILL RD; Sister Bay-V; POST OFFICE, Sister Bay, WI	LVSI	CLO
24-020970	18:50:27 12/28/24	Traffic Stop	S BAY SHORE DR & FIELDCREST RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-021165	20:51:56 12/31/24	Traffic Stop	S BAY SHORE DR & FOREST LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017608	12:20:25 10/22/24	Trespassing	10692 FOREST LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
24-017635	21:12:33 10/22/24	Unconsciousness	10560 APPLEWOOD RD; Sister Bay-V; RML 1, Sister Bay, WI	LVSI	CLO
24-020393	13:52:39 12/15/24	Unconsciousness	10534 KOESSL LN; Sister Bay-V; APT B, Sister Bay, WI	LVSI	CLO
24-019471	17:02:03 11/25/24	Welfare Check	10693 WOODCREST LN; Sister Bay-V; UNIT 4, Sister Bay, WI	LVSI	ACT
24-017248	11:02:13 10/17/24	Wire Down	SCANDIA RD & WOODCREST RD; Sister Bay-V; Sister Bay-V - Libe, Sister Bay, WI	LVSI	CLO
24-018533	08:11:26 11/08/24	Wire Down	10825 N SPRING RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT

Total reported: 165

Report Includes:

All dates between `00:00:00 10/01/24` and `23:59:59 12/31/24`, All location codes matching `LVSI`, All cities, All addresses, All agencies matching `DRSO`, All offenses observed, All offenses reported, All offense codes, All nature of incidents, All circumstance codes

AGENDA ITEM 6a

Ordinance 2025-001; Ch. 58; Parking Amendments



PROPOSED PARKING ORDINANCE

Date: February 18, 2025

Board/Committee: Village Board

Re: Parking Ordinance

Author: Julie A. Schmelzer, Village Administrator

The attached ordinance was discussed in August and scheduled for adoption at the September meeting; however, the September meeting was cancelled. Subsequent meetings were budget focused or had full agendas so this matter is being brought back for approval at this time.

If you recall, the ordinance recommended by the committee had a 4-hour parking limit in public parking lots; the Board struck that from the draft. No other changes have been made to the August proposal.

ORDINANCE NO. 2025-001

AN ORDINANCE DESIGNATING PARKING AREAS AND OMITTING LONG TERM MARINA PARKING AT THE SPORTS COMPLEX

WHEREAS, the Marina Manager has found the long-term parking area available at the Sports Complex to be used primarily by people seeking to store their boats on village property instead of paying for commercial storage, and, snowmobile trailers and other vehicles and trailers using the site that do not patronize the marina; and,

WHEREAS, the marina managed parking lot between Scandia Road and Sunset Drive has adequate room for marina users, long-term boat trailer parking, parking for commercial vendors and their customers, and the public; and,

WHEREAS, in July 2024 the Marina Committee reviewed the parking situation at all marina parking sites and found adequate parking exists within designated marina parking lots to accommodate staff and short-term visitors, and at the lot between Scandia Road and Sunset Drive, there is sufficient room to accommodate the short and long-term marina users, provide 23 commercial vendor and patrons stalls, and also provide 15 stalls for general public parking purposes. Furthermore, they agreed should they ever need additional long-term parking, they could develop and use the vacant area north of the current dog parking for overflow parking; and,

WHEREAS, at the August 2024 meeting of the Parks, Property & Streets Committee the decision was made to accept the Marina Committee's proposal, and propose other miscellaneous amendments, and amend Chapter 58 of the Municipal Code, *General Traffic and Vehicle Regulations*; and,

WHEREAS, at the August 2024 meeting of the Village Board of Trustees, the ordinance was introduced, and revisions made.

NOW, THEREFORE, at a Village of Sister Bay Board of Trustees meeting held on February 18, 2025, the Village Board of the Village of Sister Bay does hereby amend Chapter 58, Section 600, of the Municipal Code to eliminate long-term parking at the Sports Complex until further notice, redesignate the parking stalls at the marina lot between Sunset Drive and Scandia Road, and make other miscellaneous amendments, all as shown below. Said amendments effective upon filing.

SECTION 1. Adoption of Code Amendments. Amend Secs. 58.0601 and 58.0603 of the Village of Sister Bay Municipal Code, Chapter 58, *General Traffic and Vehicle Regulations*, as shown in red below (for ease of reading a strikethrough represents a deletion and red font represents an addition; brackets represent renumbering).

Sec. 58.0601 Purpose; Statutory Authority *[and renumber accordingly]*

(1) Pursuant to Wis. Stats. §61.34(1), the Village Board restricts parking in the various village parking lots as identified below:

- (a) The Marina long-term parking lots located between Sunset Drive and Scandia Road, east of Bay Shore Drive at 2279 Scandia Road, ~~2254 Sunset Drive and 2272 Sunset Drive~~.
- (b) The Marina parking lot located at the Marina at 10733 North Bay Shore Drive ~~and the adjacent lot to the south with the launch area~~.
- ~~(c) The long term Marina parking area located at 2125 Autumn Court Drive.~~
- (d) The Post Office parking lot located ~~north and west of behind~~ the Post Office at 10685 North Bay Shore Drive. *[becomes c]*
- (e) The Boathouse parking lot located at 10697 North Bay Shore Drive. *[becomes d]*
- (f) The Waterfront Park ~~south~~ parking lots located on both sides of Mill Road located at 2362 Mill Road. *[becomes e]*
- (g) The Waterfront Park east parking lot located along Post Office Lane. *[becomes f]*
- (h) The Sports Complex parking lots located at 2155 Autumn Court. *[becomes g]*
- (i) Pebble Beach village park parking lots. *[becomes h]*
- (j) The Administrative Building adjacent parking areas and parking area across from 2383 Maple Drive. *[becomes i]*
- (k) Any municipally owned parking lot installed after the adoption of this section. *[becomes j]*

2.17 Sec. 58.0603 Restrictions on Parking Lots

- (1) ~~Unless exempted by the Village Administrator or Marina Manager or their designee, there shall be no overnight parking in any village owned lot identified in Sec. 58.0601.~~
- (2) No person shall camp or reside in any type of motor vehicle or trailer in any parking lot identified in Sec. 58.0601 above, ~~regardless of the length of time occupied or parked.~~
- (3) ~~No person shall use public funded electricity or water while parked in any village owned lot identified in Sec. 58.601.~~
- (4) ~~Except for village staff, No~~ person shall park any ~~vehicle~~, vehicle with a trailer, or a trailer in the Marina use only designated stalls in the ~~Marina~~ parking lots described in Sec. 58.0601(1)(a) and (b) ~~above~~ prior to securing a parking permit from the Marina Office; said parking shall not exceed ~~for~~ a period of more than 48 hours unless an exception has been made by the Marina Manager or the designee.
- (5) *[Was 3]* ~~Except for village staff, No~~ person shall park any vehicle in the parking lot described in Sec. 58.0601(1)(b) ~~above~~ for a period of more than 30 minutes, unless an exception has been made by the Marina Manager or the designee.
- (6) *[Was 4]* ~~No person shall park any vehicle with a trailer, or a trailer in the Marina Long Term parking lot described in Sec. 58.61(1)(c) above other than during the period of April through October.~~
- (7) No person shall park any vehicle in the parking lot described in Sec. 58.0601(1)(c) *[formerly d]* for a period to exceed 15 minutes.
- (8) *[Was 5]* ~~No person shall park any vehicle in the parking lots described in Sec. 58.0601(1)(d), (f), (g) and (h) for a period of more than 12 hours. (Amended - Ord. 312)~~
- (9) *[Was 6]* No person shall park any vehicle in the parking lot described in Sec. 58.0601(1)(e) *[now d]* without a permit from the ~~V~~village.
- (10) ~~There shall be no overnight parking in the parking lots described in Sec. 58.601(1)(e) - (j).~~

SECTION 2. Available for Inspection.

A copy of this ordinance shall be permanently on file and open to public inspection in the Village Administration Office two weeks prior to its adoption and after its enactment.

SECTION 3. Ordinances in Conflict.

All other ordinances in conflict herewith be, and the same hereby are repealed.

SECTION 4. Effective Date.

This ordinance shall take effect and be in full force upon posting.

SECTION 5. Severability.

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

VILLAGE OF SISTER BAY

By:

Nate Bell, Village President

ATTEST:

Heidi Teich, Village Clerk

Ayes: _____ Nays: _____

Filed/Posted: _____
Village Administration Office, 2383 Maple Drive
Sister Bay Post Office, 10685 N Bay Shore Drive
Sister Bay Liberty Grove Library, 2323 Mill Road

AGENDA ITEM 6b

Introduce Ordinance 2025-002; Ch. 50; Health and
Sanitation; Garbage Amendments



INTRODUCE PROPOSED GARBAGE AMENDMENT

Date: February 18, 2025

Board/Committee: Village Board

Re: Garbage Services for STRs

Author: Julie A. Schmelzer, Village Administrator

Ch. 18, Article IV, our Short-Term Rental Code, requires an STR to pay for 'door-to-door' service. We currently require the service throughout the year. We had an individual complain the service should be only when they are renting the STR. However, we are unable to know when a property is being rented so we cannot require the service only when an STR is being rented, and, the service provider has indicated they cannot 'turn on and turn off' service due to the logistics of such a request. The proposed amendment clarifies the service is to be for the full year. The ordinance, if approved next month, would be Ord. No. 2025-002, and would read as follows (changes are in red):

Sec. 50.43 Solid Waste Collection and Disposal Services.

- (a) Single Family, Duplex and Three-plex Dwellings. The Village through its Contractor is providing a weekly garbage collection service utilizing one sixty (60) gallon roll out container. Any additional containers or capacity shall be paid for by the occupant. **For those dwellings licensed as a short-term rental, they shall subscribe for door-to-door service, whether occupied as a rental on a daily basis or not.**

AGENDA ITEM 6c

Introduce Ordinance 2025-005; Ch. 62; Utility Code;
Misc. Amendments



INTRODUCE PROPOSED UTILITY CODE AMENDMENTS

Date: February 18, 2025

Board/Committee: Village Board

Re: Updating Chapter 62

Author: Julie A. Schmelzer, Village Administrator

The Utility Committee has approved forwarding an ordinance for adoption that would update Chapter 62, our Utility Code. If approved next month, the ordinance would be Ord. No. 2025-005. The code would read per the draft found at this link:

<https://storage.googleapis.com/juniper-media-library/57/2025/02/07.c.2.%20%20Committee%20Approved%20Utilities%20Code.pdf>

AGENDA ITEM 7a

Development Agreement Amendment; Eagle
Mechanical; State Hwy 57

STAFF REPORT

DEVELOPMENT AGREEMENT AMENDMENT - EAGLE MECHANICAL – EXTERIOR CHANGES

Date: February 18, 2025

Board/Committee: Board of Trustees

Re: Development Agreement Amendment

Author: Julie A. Schmelzer, Village Administrator

On November 19, 2024, the Board approved a Development Agreement for Eagle Mechanical to build a contractor and sales facility off Highway 57. Since then, they have proposed changes to the siding and trim on the building. What was originally approved was midnight blue siding with clay-colored gables and white trim boards. They propose changing the color scheme to brown with black trim, windows, and doors. The siding brand would be Nichiha (fiber cement boards), and the color is called Vintagewood Cedar. All other aspects of the project remain as originally approved.

Attached is the proposed amendment and rendering of the proposed building.

RECITALS

[Signature pages to follow]

1 **THE DEVELOPER**
2 **EAGLE MECHANICAL, INC.**

3
4
5 _____
6 Mark Nelson, General Manager
7

8
9 **STATE OF WISCONSIN)**
10 **) ss:**
11 **COUNTY OF DOOR)**
12

13 Personally came before me this _____ day of _____, 2025, the above named Mark Nelson,
14 to me known to be the person who executed the foregoing instrument and acknowledged the same
15 on behalf of EAGLE MECHANICAL, INC.
16

17
18
19
20 _____
21 Notary Public, State of WI
22 My commission expires: _____
23
24

VILLAGE OF SISTER BAY

Nate Bell
Village President

Heidi Teich
Village Clerk

STATE OF WISCONSIN)
) ss:
COUNTY OF DOOR)

Personally came before me this ____ day of _____, 2025, the above named Nate Bell, Village President, and Heidi Teich, Village Clerk of the above-named municipal corporation, to me known to be the persons who executed the foregoing instrument and to me known to be the Village President and Village Clerk of said municipal corporation, who acknowledged that they executed the foregoing instrument as such officers as the deed of said municipal corporation by its authority and pursuant to the authorization by the Village Board from their meeting on the 18th day of February, 2025.

Notary Public, State of WI
My commission expires: _____





AGENDA ITEM 7b

Intergovernmental Agreement; Membership;
Fire Board



INTERGOVERNMENTAL AGREEMENT – FIRE BOARD

Date: February 18, 2025

Board/Committee: Village Board

Re: Revisions to Membership

Author: Julie A. Schmelzer, Village Administrator

The Fire Board has decided to amend their operating rules to allow for citizen members. Attached are their proposed changes (in red). The Town of Liberty Grove has approved these changes. If the Village Board is in agreement with the changes, we will then need to amend Chapter 23 of our Municipal Code.

**Intergovernmental Agreement Establishing
The Sister Bay & Liberty Grove Fire Board
And Fire Department
Amended February 18, 2024 (amendments in red)**

The Village of Sister Bay, Wisconsin (“Village”) and the Town of Liberty Grove, Wisconsin (“Town”) pursuant of Section 66.0301 of the Wisconsin Statutes, hereby agree as follows:

Section 1. History/Purpose.

- (1) In the 1930’s the Village and the Town agreed to jointly purchase equipment for use in fighting fires in the Village and Town on a basis of 50/50 shared cost. The Town and the Village subsequently established a joint Fire Department, and also jointly established what has been referred to as a “Fire Commission” made up of members of their governing bodies to govern the operation of the joint Fire Department. Over the years, the Village and the Town have jointly provided emergency services and fire protection services to the persons and properties within their municipal boundaries through such Fire Department and Fire Commission. It has been, and continues to be, the common belief of the Village and the Town that greater protection against fire losses is afforded through their joint and mutual cooperation.
- (2) The purpose of this Agreement is to establish a Fire Board and Fire Department for the continued joint provision of emergency services and fire protection services by the Village and the Town to the persons and properties within their municipal boundaries, pursuant to the authority granted them by Section 66.0301 of the Wisconsin Statutes.

Section 2. Definitions.

- (1) “Fire Board” means the Sister Bay and Liberty Grove Fire Board.
- (2) “Fire Department” means the Sister Bay and Liberty Grove Fire Department.
- (3) “Members” means the Fire Chief and all members of the Fire Department.
- (4) “Town” means the Town of Liberty Grove located in Door County, Wisconsin.
- (5) “Village” means the Village of Sister Bay located in Door County, Wisconsin.
- (6) “Town Board” means the Town Board of the Town of Liberty Grove.
- (7) “Village Board” means the Village Board of the Village of Sister Bay.

Section 3. Official Names.

The official name of the Fire Board shall be the “Sister Bay and Liberty Grove Fire Board.” The official name of the Fire Department shall be the “Sister Bay and Liberty Grove Fire Department.

Section 4. Municipal Entity.

The Village and the Town hereby jointly establish the Sister Bay and Liberty Grove Fire Board and The Sister Bay and Liberty Grove Fire Department, as municipal entities being agencies of the Village and the Town jointly. By this Agreement and any Resolutions or Ordinances approving or adopting this Agreement, the governing bodies of the Village and the Town hereby delegates to the Fire Board their authority over operation of the Fire Department to the extent expressly stated herein.

Section 5. Boundaries / Service Area.

- (1) The boundaries of the area served by the Fire Department shall be the entire incorporated area of the Village, and the entire unincorporated area of the Town.
- (2) The Fire Department may enter into agreements with other municipalities in Door County for mutual fire aid, subject to approval of the Fire Board. Any such agreement previously entered into by the entity previously referred to as the Sister Bay and Liberty Grove Fire Commission is hereby ratified and approved by the Village and the Town, and shall be affirmed by the Fire Board.

Section 6. Fire Board.

- (1) The Fire Board shall be the governing body of the Fire Department and shall have the powers and authority set forth in this Agreement.
- (2) The Fire Board shall elect its Chairman at the first Fire Board meeting following the spring general elections in both the Village and the Town.
 - (a) The term of the Chairman shall be one year.
 - (b) The Chairman shall preside at all meetings, prepare agendas, appoint all committees, authorize all calls for any special meetings and generally perform the duties of the presiding officer.
- (3) Members.
 - (a) The Fire Board shall consist of two (2) members representing the Village of Sister Bay and three (3) members representing the Town of Liberty Grove.
 - (b) Fire Board members may be either elected officials from the Town or

Village boards or residents of each municipality as appointed by the Village President or Town Board Chair.

(c) At least one (1) member representing the Village and two (2) members representing the Town on the Fire Board shall be elected officials of the Village and the Town.

(d) No more than one (1) member representing the Village of Sister Bay and one (1) member representing the Town of Liberty Grove may be non-elected officials.

(e) The Fire Board members shall be selected by their respective presiding officer of the Village Board and Town Board, subject to approval by a majority vote of their members.

(f) The terms of the Fire Board members shall be as determined by the Village Board and Town Board.

(g) No compensation shall be paid to the Fire Board members by the Fire Board for serving on the Fire Board.

(4) Clerk / Treasurer.

(a) The Fire Board shall hire a Clerk / Treasurer, who shall not be a member of the Fire Board.

(b) The term and compensation of the Clerk / Treasurer shall be determined by the Fire Board.

(c) The Clerk / Treasurer shall attend all meetings of the Fire Board and prepare minutes of each meeting.

(d) The duties of the Clerk / Treasurer shall be as stated in the Rules of Operation to be adopted by the Fire Board consistent with this Agreement.

(5) Authority of the Fire Board.

The Fire Board shall adopt the Rules of Operation set forth in Exhibit A attached hereto with the caveat that any inconsistent provisions shall be subject to this Agreement and all references to "Commission" shall refer to "Fire Board," and is hereby authorized to do the following:

(a) Establish policies, rules and regulations for the operation of the Fire Department.

(b) Have overall authority over the Fire Chief and all members of the Fire

1 Department.

- 2
- 3 (c) The appointment of the Fire Chief as voted on by the members of the Fire
- 4 Department is subject to approval of the Fire Board.
- 5
- 6 (d) Hire a Clerk (or Clerks) for both the Fire Board and the Fire Department.
- 7
- 8 (e) Develop an annual operating budget for the Fire Department and submit
- 9 such budget to the Village Board and the Town Board for approval.
- 10
- 11 (f) Approve all expenditures of the Fire Department made within the
- 12 operating budget.
- 13
- 14 (g) Have an annual audit made of the financial records of the Fire Department
- 15 and furnish a copy of the audit to the Village Board and the Town Board.
- 16
- 17 (h) Insure the Fire Department operates in accordance with all laws, rules,
- 18 regulations, and policies concerning fire departments, fire inspections, and
- 19 first responders.
- 20
- 21 (i) Perform such other duties as are necessary to maintain the operation of the
- 22 Fire Department in accordance with requirements of law and perform such
- 23 other duties as are required by the joint agreement of the Village and
- 24 Town.
- 25
- 26 (j) Shall review an annual capital equipment plan that outlines the expected
- 27 capital expenses for vehicles and equipment as well as the replacement of
- 28 existing vehicles and equipment. This report shall be submitted to the
- 29 Village and Town when the annual budget requests are submitted.
- 30
- 31 (k) Shall be considered the employer of record for the members of the Fire
- 32 Department.
- 33

34 (6) Meetings.

35

- 36 (a) The Fire Board shall meet at least quarterly. Each meeting shall be noticed in
- 37 and held in accordance with the requirements of subchapter V of Chapter 19,
- 38 Wisconsin Statutes, commonly known as the "Wisconsin Open Meetings
- 39 Law." Copies of the minutes of those meetings shall be provided to the
- 40 Village Board and Town Board.
- 41
- 42 (b) The Rules of Operation as adopted shall govern the proceeding of the Fire
- 43 Board, except as may be contrary to Wisconsin Statutes; in such event, the
- 44 State Statutes shall prevail. Roberts Rules of Order shall apply in those areas
- 45 these rules do not cover.
- 46

Section 7. Fire Chief.

- (1) The Fire Chief shall be a member of the Fire Department elected by majority vote of the members of the Fire Department for a term of two (2) years. The member elected shall be subject to approval by the Fire Board. If approval is denied by the Fire Board, the members shall elect another member as Fire Chief, who will be subject to approval by the Fire Board.
- (2) The Fire Chief shall be paid compensation as determined by the Fire Board.
- (3) Duties and Authority of the Fire Chief:
 - (a) Responsible for implementing the policies established by the Fire Board.
 - (b) Responsible for promulgating rules and regulations for the operation of the Fire Department.
 - (c) Prepare and present an annual budget.
 - (d) Prepare and present an annual capital equipment purchase plan.
 - (e) Responsible for manning and training of the Fire Department, supervision of the Firefighters and First Responders and to oversee the day-to-day operations of the Fire Department.
 - (f) Shall attend all meetings of the Fire Board in an advisory role.
 - (g) Perform such other duties and responsibilities as required of Fire Chiefs by law.
 - (h) Appoint two (2) Assistant Chiefs, one in charge of the south fire station in the Village and one in charge of the north fire station in the Town.
 - (i) The Assistant Chiefs shall each be responsible for the supervision of the Firefighters in their respective stations, and for the maintenance and repair of the Fire Department equipment assigned to their stations.
 - (ii) The Assistant Chiefs shall follow the orders of the Chief and the policies, rules and regulations of the Fire Department.
 - (iii) In the absence of the Chief, the senior Assistant Chief shall assume command, and in the absence of the senior Assistant Chief, the junior Assistant Chief shall assume command.
 - (iv) The Assistant Chiefs shall receive such compensation as is

determined by the Fire Board.

- (i) Appoint a First Responder Crew Chief who shall be responsible for the supervision of the First Responders, and for the maintenance and repair of the First Responder equipment assigned to their stations.

- (a) The Crew Chief shall receive such compensation as is determined by the Fire Board.

- (j) Appoint Captains and Lieutenants, whose duties shall be set forth in the Fire Department Rules of Operation.

- (k) Appoint a Fire Inspector(s) who shall make all necessary fire prevention inspections in the Village and Town in accordance with law and keep such records of inspections and make such reports to governmental agencies as required by law.

- (l) Insure that the Fire Department provides public educational services as required by State Statute.

- (m) Oversee the applications and eligibility for prospective members of the Fire Department and approve their membership and their promotions.

- (n) Keep the Fire Board promptly informed of all new members and of all promotions, and shall keep the Fire Board informed as to additional personnel, insurance and workers compensation matters concerning the members.

- (o) Keep the Fire Board informed as to all new laws, rules and regulations applicable to the Fire Department.

- (p) Perform such other duties as required by the Fire Board.

- (4) The Fire Chief shall not be removed from office during the Chief's term except for cause and after an opportunity to be heard before the Fire Board on specific charges.

Section 8. Members

- (1) New members shall make known their intention to join the Fire Department by contacting the Fire Chief or another member of the Fire Department. A written application shall then be filed with the Fire Chief.

- (a) Prospective members shall be at least eighteen (18) years of age and hold a valid Wisconsin driver's license.

(b) Prospective members shall be subject to such other qualifications as provided by the Fire Department's Rules of Operation.

(2) Members shall be paid such compensation as determined by the Fire Board.

(a) Such compensation shall be subject to all state and federal withholding required by law.

(3) All members, shall be considered employees "at will" and terminable by the Fire Chief after review by the Fire Board.

(4) All members shall complete all training requirements of the Fire Department and the State of Wisconsin.

(5) All members shall comply with the Rules of Operation and all other policies made by the Fire Board and all lawful directives of the Fire Chief.

Section 9. Equipment.

(1) The Fire Department south station located at 2258 Mill Road, Sister Bay, Wisconsin shall be provided by and located in the Village and shall remain the sole property of the Village which shall be solely responsible for all maintenance and repairs.

(2) The Fire Department north station located at 1487 Highway 42, Ellison Bay, Wisconsin shall be provided by and located in the Town and shall remain the sole property of the Town which shall be solely responsible for all maintenance and repairs.

(3) All equipment and other personal property of the Fire Department shall be owned by the Fire Board and maintained by the Fire Department. Within 60 days from the date of the adoption of this ordinance the Fire Board shall prepare and submit to the Village and the Town an inventory of vehicles, equipment and personal property with a value of \$5,000 or greater. Thereafter the Fire Board shall prepare a list of additions and deletions to the list of vehicles, equipment and personal property and shall submit that to the Village and Town along with the annual audit.

(4) All new equipment purchases not authorized in the annual operating budget shall be approved by the Fire Board.

(a) Purchases exceeding the annual operating budget shall be approved by the Village and Town Board prior to purchase.

(b) The Fire Chief may purchase or authorize purchases of necessary items for

the day-to-day operations of the Fire Department within the operating budget approved by the Village Board and Town Board.

- (5) The Fire Board shall keep insurance on all vehicles, equipment and other personal property of the Fire Department. In addition the Village, Town and the Firefighters Association shall be named as additional insured, affording full protection, subject to reasonable deductibles, against claims, casualties, damages and liabilities incurred in the operation of the Fire Board and Fire Department. The Fire Board shall carry E&O coverage. The Fire Board shall carry all necessary liability and workers compensation coverage on all employees and volunteers.

- (6) The Town of Liberty Grove shall insure the North Fire Station and the Village of Sister Bay shall insure the South Fire Station upon such terms and limits as each respective board determines to be appropriate.

Section 10. Budget.

- (1) By October 1 of each year the Fire Board shall formulate and approve a budget for the operation of the Fire Department for the following calendar year and submit the budget to the Village Board and the Town Board for approval.
- (2) The cost of the total amount of the annual budget, as approved by the Village Board and the Town Board shall be shared by the Village and the Town on the following basis: one-third (1/3) by the Village, and two-thirds (2/3) by the Town.
- (3) The amounts due from the Village and the Town for the annual budget shall be paid by the Village and the Town to the Fire Board on a quarterly basis on the first day of January, April, July and October of each year.
- (4) The Fire Board shall maintain an emergency account consisting of unspent budgeted funds and revenues in excess of the approved budget in an amount not less than 15% of the annual expenses. Once the emergency account is funded any budgeted funds not expended plus net revenues in excess of the budget in a specific calendar year shall be returned to the Village and the Town in the same ratio as paid. Expenditures from the emergency account shall only be made when the budget is exhausted and the expenses are approved by a majority vote of the Fire Board.
- (5) Funds donated to the Fire Department shall be retained for use by the Fire Department and Fire Board.
- (6) The Fire Board account shall be administered by the Fire Board and maintained by the Clerk / Treasurer.

Section 11. Dispute Resolution.

- 1
- 2 (1) If disputes arise between the Village and the Town relating to this Agreement, the
- 3 Village and Town Board shall meet and attempt to resolve the differences. If the
- 4 Boards cannot agree, each Board shall appoint two of their Board Members to an
- 5 ad hoc Conference Committee. The Conference Committee shall meet and agree
- 6 by majority vote on any disputed items. The decision of the Conference
- 7 Committee shall be binding upon both the Village and Town Boards.
- 8
- 9 (2) In the event that the Conference Committee is unable to resolve a disputed matter
- 10 within 60 days after the matter is referred to the Conference Committee, either
- 11 Board may request arbitration pursuant to the provisions of Section 788 of the
- 12 Wisconsin Statutes. The Village and the Town Boards shall select a single
- 13 arbitrator and the decision of the arbitrator shall be final and binding upon the
- 14 Boards. The cost of the arbitration shall be borne equally by the Village and the
- 15 Town. If the Village Board and Town Board are unable to reach an agreement
- 16 regarding the selection of an arbitrator, each shall name an arbitrator, and the
- 17 arbitrators so named will select a third arbitrator, who will preside at the
- 18 arbitration.
- 19

20 **Section 12. Dissolution.**

21

22 Either the Village Board or the Town Board may dissolve the Fire Department and the

23 Fire Board at any time by giving six (6) months prior written notice to the other Board, in care of

24 the Clerk of that unit of government, and to the Fire Board. From and after the date of

25 dissolution, each unit of government shall own those assets and liabilities which are solely titled

26 in the name of each unit of government. Fire Stations and fixtures shall not be subject to

27 apportionment or division and shall belong to the unit of government in which the station is

28 located. The value of jointly owned vehicles and equipment shall be divided in an amount equal

29 to the average of the pro-rata share of contributions from August 24, 1994 to the date of

30 dissolution. In the event of a dispute in valuation of assets or liabilities, each Board shall hire an

31 appraiser at its own cost, the two appraisers shall choose a third appraiser whose cost shall be

32 shared 50/50 by the Village and the Town. The three appraisers shall value the assets and

33 liabilities and allocate the assets according to the ownership percentage aforementioned, and

34 allocate the liabilities to each unit of government according the same percentage.

35

36 Upon dissolution, either of the units of government may provide the other unit of

37 government the opportunity to purchase its interest in the assets of the Fire Department at the

38 value fixed by agreement or by appraisal, as described above. In such case the other unit of

39 government shall have a period of sixty (60) days from the date of such provision within which

40 to decide whether or not it desires to purchase such assets. If one unit of government desires to

41 purchase the interest of the other, it shall have a period of time, not exceeding one (1) year from

42 the date of its election, within which to pay the total due the unit of government selling its assets.

43 If both units of government choose not to purchase the assets of the other unit of government,

44 each shall keep its percent of the assets as established above. The written notice of decision by

45 the selling unit of government shall be deemed adequate and sufficient security for the other

46 party as a binding commitment during this period of time.

1
2 **Section 13. Amendment.**
3

4 This Agreement may be amended from time to time by agreement of both the Village
5 and the Town. The amended agreement will be considered by the Village and Town for
6 adoption by ordinance.
7

8 **Section 14. Effective Date.**
9

10 This Agreement shall be in full force and effect from the date of execution by both
11 representatives of the Village Board and Town Board.
12

13 **Section 15. Severability.**
14

15 If any sections of this Agreement are declared to be severable or if any section or portion
16 thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful or
17 unenforceable, such decision shall apply only to the specific section or portion thereof directly
18 specified in the decision, and shall not affect the validity of any other provisions, sections or
19 portions thereof of the Agreement which shall remain in full force and effect.
20

21 **Section 16. Legal Advice and Fees.**
22

23 Except when barred by conflict of interest or when they are otherwise unable to serve,
24 the attorney for the Village and / or the attorney for the Town shall serve as legal representatives
25 for the Fire Board, and charges incurred shall be paid by the Village and the Town in a 1/3 2/3
26 split or as otherwise recommended by the Fire Board. The Village Board and the Town Board
27 may authorize the Fire Board to retain special counsel, or direct that payment be made other than
28 as set forth in this Agreement and/or the budget.
29

30 **Section 17. Successors and Assigns.**
31

32 The terms and provisions of this Agreement shall bind and inure to the benefit of the
33 Village and Town, and their successors and assigns. No party to this Agreement may assign any
34 of its rights or delegate any of its duties or obligations under this Agreement without the prior
35 written consent of the other party.
36

37 **Section 18. Rules of Construction.**
38

39 The captions of this Agreement are inserted only as a matter of convenience and in no
40 way effect the terms or intent of any provision of this Agreement. All defined phrases, pronouns
41 and other variations thereof shall be deemed to refer to the masculine, feminine, neuter, singular
42 or plural as the actual identity of the organization, person or persons may require. No provision
43 of this Agreement shall be construed against any party hereto by reason of the extent to which
44 such party or its counsel participated in the drafting of this Agreement.
45

46 **Section 19. Choice of Law.**

This Agreement shall be construed in accordance with the internal laws of the State of Wisconsin.

Section 20. Entire Agreement.

This Agreement constitutes the entire Agreement among the parties hereto regarding the subject matter hereof. This Agreement supersedes all prior agreements, statements, understandings and representations of the parties regarding the subject matter of this Agreement. No waiver of any provision of this Agreement shall be deemed or constitute a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making such waiver.

Section 21. Adoption of Ordinance.

The Village Board and Town Board will repeal any respective ordinances creating the existing Fire Department and Fire Commission, and the Town and the Village shall adopt this Intergovernmental Agreement as an ordinance for purposes of the creation and operation of the Sister Bay and Liberty Grove Fire Department and the Sister Bay and Liberty Grove Fire Board.

Dated this ____ day of _____, 2025.

VILLAGE OF SISTER BAY:

By: _____

Title: _____

TOWN OF LIBERTY GROVE:

By: _____

Title: _____

Sister Bay and Liberty Grove Fire Board Rules of Operation
Adopted 12/17/07

I. Name of Organization:

A. Sister Bay and Liberty Grove Fire Board

II. Purpose:

A. The purpose of the Fire Board is to administer and oversee the operations of the Sister Bay and Liberty Grove Fire Department.

III. Membership:

A. The Village Board shall appoint two (2) members, and the Town Board shall appoint three (3) members to serve on the Fire Board. These are the voting members. The term of service shall be determined by the respective Boards.

B. The Fire Chief and the Clerk / Treasurer shall not be members of the Fire Board.

IV. Officers:

A. The Board shall elect its Chairman at the first Fire Board meeting following the spring general elections in both the Village and the Town.

B. The term of the Chairman shall be one year.

C. The Chairman shall preside at all meetings, prepare agendas, appoint all committees, authorize all calls for any special meetings and generally perform the duties of the presiding officer.

V. The Board shall:

A. Define a quorum as three members, consisting of at least one member from each municipality.

B. Establish, approve and implement policy for the Fire Department and ensure compliance.

C. Have overall authority over the Fire Chief and all of the members of the Fire Department.

D. Develop an annual operating budget for the Fire Department and submit the budget to the Village and Town for approval.

E. Review all financial transactions of the Fire Department.

F. Have an annual audit made of the financial records of the Fire Department and furnish a copy of the audit to the Village Board and the Town Board.

G. Shall hire a Clerk / Treasurer (s) for both the Fire Board and the Fire Department.

VI. The Fire Chief shall:

A. Attend all meetings of the Fire Board.

B. Assume responsibility for the Fire Department.

C. Receive compensation, as determined by the Fire Board.

D. Be elected by the members subject to approval by the Fire Board.

E. Serve a term of two years.

F. Be responsible for:

1. Manning.
 2. Training.
 3. Supervision of all members of the Fire Department.
 4. All other issues required by Wisconsin State Statutes.
- G. Co-sign all checks issued by the Clerk.

VII. The Clerk shall:

- A. Serve at the discretion of the Fire Board.
- B. Receive compensation, as determined by the Fire Board.
- C. Attend all meetings of the Fire Board, and prepare minutes, which will be distributed to the members of the Fire Board, within 7 working days of each meeting.
- D. Submit approved minutes to the Clerks of both the Village and the Town.
- E. Post all Fire Board meeting notices with agendas at least 48 hours prior to each meeting and notify all members of each meeting.
- F. Maintain and file all Fire Board and Fire Department records and submit required copies to appropriate authorities.
- G. Submit the annual "call report" to the Town and Village offices by March 15th of the following year.
- H. Be responsible for all mail and correspondence.
- I. Deposit Fire Board funds into accounts approved by the Fire Board and draft checks on said accounts for the payment of all bills to be reviewed by the Fire Board.
- J. Provide a report of all financial transactions to be reviewed by the Fire Board.
- K. Keep books of accounts showing all of the financial transactions of the Fire Board.
- L. Prepare quarterly financial reports.
- M. Assist the Chief in preparing the annual budget proposal.
- N. Carry out those duties assigned by the Fire Board or the Fire Chief.

VIII. Agenda:

- A. An agenda shall be prepared for each meeting by the Chairman of the Fire Board.
- B. Each agenda shall include the following items:
 1. Date of Meeting.
 2. Time of Meeting.
 3. Location of Meeting.
 4. Call to order.
 5. Roll call.
 6. Public input.
 7. All items to be brought before the Fire Board for consideration and/or action as submitted by any Fire Board member or the Fire Chief.
- C. The agenda shall be distributed to all members of the Fire Board along with the notice of each meeting and shall be posted with the public notice of each meeting.

IX. Meetings:

- A. The Board shall meet at least quarterly and shall schedule special meetings as

1 needed. Special meetings may be called by the Chairman or at the request of any
2 member of the Fire Board.

3 B. All regular and special meetings shall be posted at least 48 hours prior to the
4 meetings.

5 C. In case of an emergency a meeting shall be called by the Chairman, the Fire
6 Chief, the Clerk or two members of the Fire Board, depending on availability.

7 1. The 48 hour notice may be waived, but the meeting must be posted at least
8 2 hours prior to the meeting.

9 2. A quorum must be in attendance.

10 3. In the event that the Chairman cannot attend the meeting, the Fire Board
11 Clerk shall: (In the absence of the Chairman and the Clerk, any member
12 may call the meeting to order and proceed.)

13 • Call the meeting to order

14 • Take the roll

15 • Request that a member of the Fire Board move to appoint a pro-tem
16 Chairman.

17 • The pro-tem Chairman shall conduct the meeting.
18

19 X. Amendments:

20 A. These Rules of Operation may be amended by a majority vote of the Fire Board,
21 after the amendment has been considered for two consecutive meetings, and
22 providing the action to amend is listed in the meeting notice and agenda.

AGENDA ITEM 7c

Contract; Concession Stand Addition Design
Services; McMahon



CONCESSION STAND DESIGN CONTRACT

Date: February 18, 2025

Board/Committee: Village Board

Re: Restroom Addition Proposal

Author: Julie A. Schmelzer, Village Administrator

At one time the village reached an agreement with the Bays that when sewer became available, the village would build restrooms at the ballfield. With the recent sewer lateral project cutting through the sports complex, sewer will now be within 15-20 feet of the concession stand; therefore, the Parks, Property & Streets Committee approved running a short sewer extension to the building and having a restroom addition designed. The attached contract is for the design and construction drawing services.

The committee voted to recommend approval of the contract to the Board, pending receipt of a grant. The grant was awarded February 12, 2025.



AGREEMENT

FOR PROFESSIONAL SERVICES

VILLAGE OF SISTER BAY
Attn: Julie Schmelzer – Village Administrator
2383 Maple Drive
Sister Bay, WI 54234

JANUARY 13, 2024
McM. No. M0032-06-99-00001

PROJECT DESCRIPTION

The Village of Sister Bay proposes to construct an addition to the pavilion located at the Village of Sister Bay Sports Park located in the Village. The new addition will house two ADA Accessible restrooms for park patron use. It is assumed that the new addition will be approximately 14'-8" wide x 24'-0" long matching the existing width of the storage and concession area and will have a 16'-0" x 14'-8" covered overhang to match the existing overhang presently sheltering the concession windows.

The addition is to be constructed with 2x wood studs, wood trusses (designed by the supplier) with plywood sheathing and asphalt shingles and will be finished with cement board siding and trim to match the existing.

SCOPE OF SERVICES

A. GENERAL DESIGN SERVICES

1. Planning (Preliminary Design)
 - a. Conduct site visit for initial building and site verification. (Completed 1/2/25)
 - b. Provide conceptual / schematic planning.
 - c. Develop a Basis of Design (per discipline).
 - d. Attend up to two virtual meetings for preliminary design coordination as required.
 - e. Coordinate preliminary design review meeting 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 or Civil 3D, taken to a maximum coordination level of LOD:300.
 - e. Coordinate 90% review meeting with Client.
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.

SCOPE OF SERVICES

B. ARCHITECTURAL DESIGN SERVICES

1. Planning (Preliminary Design)
 - a. Programming.
 - 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).
3. Drawings to include title sheet, code sheets, floor and roof plans, building sections and elevation, 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, and foundation and framing details.

D. BIDDING PHASE SERVICES

1. Assist with bidding documents.
2. Answer bidder questions.
3. Bid reviews and tabulation.

E. CONSTRUCTION PHASE SERVICES

1. Review shop drawings that pertain to McMahon designed items.
2. Respond to Requests for Information (RFIs).
3. Answer questions during the construction phase.
4. One site visit for DSPS compliance statement at the end of the project.

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. Construction administration services not stated herein including Owner's representation during construction.
6. Opinions of Probable Cost of Construction.
7. LEED administrative service, design and LEED commissioning.
8. Project BIM coordination.
9. Record drawings and certifications.
10. Record/final BIM model.
11. Civil / survey / stormwater design services (by Village Engineer).
12. HVAC / electrical / plumbing design services (to be design build).

B. ARCHITECTURAL / STRUCTURAL

1. Documentation of existing building conditions.
2. Finish color selections.
3. Renderings and animations.

CLIENT RESPONSIBILITIES

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

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

SPECIAL TERMS & CONDITIONS

A. AGREEMENT CONFIDENTIALITY

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

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

COMPENSATION

McMahon Associates, Inc. agrees to provide the Scope of Services described above for the following Time and Expense compensation.

PLANNING SERVICES FEE

- Planning & Design Services\$24,800.00
- DSPS / E-Plan Exam Review Fees (Budget)\$400.00

COMPLETION SCHEDULE

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

- Complete planning and design phase within six to eight weeks after authorization to proceed and we recommend four weeks for the bid phase.

Please note that the pace of DSPS / E-Plan Exam reviews and approvals for site related submittals may impact the design completion schedule. Assume four to six weeks for approvals.

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
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

January 13, 2025
Date

Attachments: General Terms and Conditions
Fee Schedule
Reimbursable Schedule

GENERAL TERMS & CONDITIONS

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 McMahons' 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 | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

LABOR CLASSIFICATION	HOURLY RATE
Principal	\$210.00
Senior Project Manager	\$190.00 - \$210.00
Project Manager	\$140.00 - \$180.00
Senior Engineer	\$190.00 - \$200.00
Engineer	\$110.00 - \$180.00
Senior Engineering Technician	\$140.00 - \$150.00
Engineering Technician	\$80.00 - \$130.00
Senior Architect	\$175.00 - \$195.00
Architect	\$150.00 - \$170.00
Senior Designer	\$125.00 - \$145.00
Designer	\$95.00 - \$115.00
Senior Land Surveyor	\$135.00 - \$180.00
Land Surveyor	\$125.00
Land Surveyor Technician	\$90.00 - \$110.00
Surveyor Apprentice	\$75.00
Erosion Control Technician	\$95.00
Senior Hydrogeologist	\$210.00
Senior Ecologist	\$200.00
Environmental Scientist	\$105.00 - \$120.00
Senior G.I.S. Analyst	\$180.00
G.I.S. Analyst	\$100.00 - \$120.00
Wetland Delineator	\$120.00
Senior Wetland Delineator	\$150.00
Municipal Planner	\$170.00
Senior Public Management Specialist	\$165.00
Public Management Specialist	\$135.00
Senior Public Safety Specialist	\$165.00
Public Safety Specialist	\$135.00
Building Inspector Specialist	\$135.00
Water / Wastewater Specialist	\$110.00 - \$140.00
Senior On-Site Project Representative	\$125.00
On-Site Project Representative	\$65.00 - \$110.00
K-12 Administrative Specialist	\$130.00
State Plan Reviewer	\$150.00
Certified Grant Specialist	\$150.00
Graphic Designer	\$115.00
Senior Administrative Assistant	\$95.00 - \$105.00
Administrative Assistant	\$85.00
Intern	\$50.00 - \$75.00
Professional Witness Services	\$380.00

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 * | 2025

McMahon Associates, Inc.

Effective: 01/01/2025

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	\$0.81/Mile
Mileage - Truck/Van	\$1.11/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	\$0.50/Each
Survey Lath	\$1.00/Each
Survey Paint	\$7.15/Can
Survey Ribbon	\$3.00/Roll
Survey Rebars - 1¼"	\$10.00/Each
Survey Rebars - ¾"	\$3.50/Each
Survey Rebars - 5/8"	\$3.50/Each
Survey Iron Pipe - 1"	\$4.50/Each
Survey Steel Fence Post - 1"	\$7.75/Each
Control Spikes	\$2.50/Each
Pin Flags	\$0.30/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.

AGENDA ITEM 7d

Contract; WWTP Facilities Study; McMahon



WWTP FACILITIES STUDY CONTRACT

Date: February 18, 2025

Board/Committee: Village Board

Re: Contract for Facilities Study

Author: Julie A. Schmelzer, Village Administrator

The Utility Committee released a Request for Proposals to complete a Facilities Study for the Wastewater Treatment Plant. They received six proposals and have recommended McMahon be awarded the contract (attached).

This project would:

1. Define historical and projected 20-year flows, loadings, and solids production values. These values should consider historical and projected flows and loadings influent to the Sister Bay WWTP, hauled-in waste flows and loadings, and solids from other WWTPs in the region.
2. Identify current and near-term shortcomings and capital needs to address aging equipment and infrastructure at the WWTP.
3. Develop a capital improvement plan to address shortcomings and capital needs in addition to solids handling processes.
4. Evaluate the non-economic advantages and disadvantages of three alternative solids handling and biosolids reuse strategy (haul to Green Bay; build our own biosolids facility; work with neighboring jurisdictions on a joint facility).
5. Produce and provide a DRAFT and FINAL Engineering Report documenting the items listed above. Write the Report so it can be incorporated in any future Facility Plans or Facility Plan Amendment.

To view the proposal submitted by McMahon, follow the link below:

<https://storage.googleapis.com/juniper-media-library/57/2025/02/McMahon%20Proposal.pdf>



AGREEMENT

FOR PROFESSIONAL SERVICES

VILLAGE OF SISTER BAY
Attn: Julie Schmelzer, Administrator
2383 Maple Drive / PO Box 769
Sister Bay, WI 54234

FEBRUARY 12, 2025
McM. No. M0032-09-99-00001

PROJECT DESCRIPTION

Wastewater Treatment Facility: Facility Assessment, Feasibility Study, & Long-Term Facilities Planning

SCOPE OF SERVICES

McMahon Associates, Inc. (McMahon) agrees to provide the following Scope of Services for this project:

- Scope of Services per the Wastewater Treatment Facility: Facility Assessment, Feasibility Study, & Long-Term Facilities Planning Proposal dated February 7, 2025, and revised on February 12, 2025.

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.

- Per the Wastewater Treatment Facility: Facility Assessment, Feasibility Study, & Long-Term Facilities Planning Proposal dated February 7, 2025, and revised on February 12, 2025.

CLIENT RESPONSIBILITIES

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

- Per the Wastewater Treatment Facility: Facility Assessment, Feasibility Study, & Long-Term Facilities Planning Proposal dated February 7, 2025, and revised on February 12, 2025.

SPECIAL TERMS (Refer also to General Terms & Conditions, attached)

The Village of Sister Bay 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 McMahon.

COMPENSATION

McMahon agrees to provide the Scope of Services described above for the following compensation.

- Per the Wastewater Treatment Facility: Facility Assessment, Feasibility Study, & Long-Term Facilities Planning Proposal dated February 7, 2025, and revised on February 12, 2025.
 - ▶ Lump Sum Fee of \$28,900
 - ▶ Technology tours of other facilities will be provided on a Time & Expense basis.

COMPLETION SCHEDULE

McMahon agrees to complete this project as follows:

- Project will be completed by September 30, 2025, per the Wastewater Treatment Facility: Facility Assessment, Feasibility Study, & Long-Term Facilities Planning Proposal dated February 7, 2025, and revised on February 12, 2025.

ACCEPTANCE

The General Terms & Conditions and the Scope of Services (defined in the Wastewater Treatment Facility: Facility Assessment, Feasibility Study, & Long-Term Facilities Planning Proposal dated February 7, 2025, and revised on February 12, 2025) are accepted, and McMahon is hereby authorized to proceed with the services. The Agreement fee is firm for acceptance within sixty (60) days from the date of this Agreement.

VILLAGE OF SISTER BAY

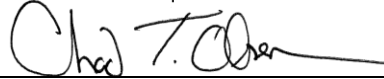
2382 Maple Drive | PO Box 769
Sister Bay, WI 54234

Authorized Signature

Date

McMAHON ASSOCIATES, INC.

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



Chad T. Olsen, PE, BCEES
Vice President / Senior Project Manager

February 12, 2025

Date

AGENDA ITEM 7e

TID Information Requested by Board



REQUESTED TID INFORMATION

Date: February 18, 2025

Board/Committee: Village Board

Re: Follow Up from January Meeting

Author: Julie A. Schmelzer, Village Administrator

At the January meeting the Board requested information about the deadlines and process for extending TID No. 1. Attached is the requested information, process, and sample resolution.

Julie Schmelzer

To: Board Meeting - Feb
Subject: TID Expiration
Attachments: TIDExtensionTypes (1).pdf; pe-621f.pdf

Good morning, Juile,

Attached is a criteria matrix from the WI DOR which provides some further information regarding the three extension types that are available for TID's.

My assumption is their question is about TID # 1 which has a maximum life ending on 8/21/2028.

Since TID # 1 is a mixed-use district, the village would be requesting a standard extension which would allow the district to be extended for three years to a maximum life of 8/21/2031.

Per the WI DOR website the extension resolution must be adopted before the TID reaches its maximum life date.

The process to extend the district would be as follows:

Step 1: Village Board directs staff via motion to request Joint Review Board to convene and consider adoption of resolution for standard extension request.

Step 2: Village Board/Staff must decide if they want to have independent audit conducted which demonstrates the TID is unable to pay off its project costs by the required maximum life date.

1. If independent audited is done and provided JRB must approve resolution and extension request. (This audit could be done by CLA or potentially by Baird after verifying with DOR).
2. If independent audit is not done but provided documentation of the TID's finances JRB may deny or approve. (This will depend on relationship with JRB members if working relationship is good you may not need independent audit.)

Step 3: JRB meeting occurs for adoption/denial of resolution. Copy of template resolution is attached.

Step 4: If approved resolution is then submitted to tif@wisconsin.gov for final submission and WI DOR updates records showing TID has been officially extended.

Overall, I would estimate the above process would take between 1-2 months.

What Justin and I would advise is to have the 2024 audit completed by CLA. This will allow us to update the proformas and review with CLA what their financial records are indicating is the potential remaining project costs owed and the advances the TIF district owes to the various supporting funds general, debt service, CIP fund, etc. This will allow Baird to create an updated proforma showing the potential scenarios of what a standard extension would do for the Village with the updated audit information. The Village Board/staff then can analyze what you feel is the best option to move forward with and then consider requesting an extension in either late 2025 or in 2026. You could wait till 2027, but I would advise not waiting till the final year to request the extension as a common question I would anticipate from the JRB is why did you wait till the last year to request this extension? Also, for long term planning for the Village the sooner the extension is official the better financial modeling we can utilize to provide options and scenarios. If the district is extended but is not needed for the full three years you can always close it earlier.

Any questions please let us know.

Adam M. Ruechel

Vice President

Public Finance

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Tax Incremental District (TID) – Extension Types

	Standard	Technical College	Affordable Housing
Purpose	- Allows additional time to pay incurred project costs - Extension does not change the expenditure period	- Allows additional time to pay incurred project costs for TIDs affected by 2013 Act 145 - Extension does not change the expenditure period	Allows use of a final increment for affordable housing: - At least 75% of the final increment must benefit affordable housing* in the municipality - Remaining portion must be used to improve housing in the municipality - Resolution must specify how the municipality will improve housing stock
Length	4 years from the maximum life date (municipal creation resolution adopted 10/1/95 - 9/30/04) - Blight - Rehabilitation/conservation 3 years from the maximum life date (municipal creation resolution adopted after 10/1/04) - Blight - Rehabilitation/conservation - Industrial - Mixed-use (municipal creation resolution adopted after 11/29/17) - Environmental remediation	3 years from the maximum life date	1 year from the municipal resolution date
Availability	TIDs listed above created under 66.1105, Wis. Stats.	Any TID created under 66.1105, Wis. Stats. with a municipal resolution before 10/1/14	Any TID created under 66.1105, Wis. Stats.
Exclusions	- TID with municipal creation resolution adopted before 10/1/95 - Industrial TID with municipal creation resolution adopted 10/1/95 - 9/30/04 - Town TID created under 60.85, Wis. Stats. - Environmental Remediation TID created under 66.1106 Wis. Stats. on or before 11/29/17 - Any donor Industrial or Mixed-use TID with municipal creation resolution adopted after 10/1/04	- TID with municipal creation resolution adopted after 9/30/14 under 66.1105, Wis. Stats. - Town TID created under 60.85, Wis. Stats. - Environmental Remediation TID	- Town TID created under 60.85, Wis. Stats. - Environmental Remediation TID with municipal creation resolution adopted on or before 11/29/17 under 66.1106, Wis. Stats. - TID 10 in city of Evansville - TID 14 in city of Stevens Point - TID 4 in city of Antigo
Required resolution**	Joint Review Board (JRB)	JRB	Municipal
Information for resolution approval	- Documents show the TID cannot repay project costs within its maximum life - If an independent audit is provided, the JRB must approve the extension	- Documents show TID increments were negatively impacted by 2013 Act 145 - If an independent audit is provided, the JRB must approve the extension	- Documents show the TID has paid all its project costs - Resolution indicates how the municipality will improve housing
Law reference	66.1105(7)(am)1, 2, 3	66.1105(7)(am)4.	66.1105(6)(g)

* Affordable housing means housing that costs no more than 30% of the household's gross monthly income

**Email a copy of the adopted resolution to tif@wisconsin.gov. For additional information, visit the [Municipal Tax Incremental Finance \(TIF\) Extensions](#) web page.

Tax Incremental District (TID) Standard Extension Resolution

_____ of _____ TID _____ Resolution _____
(town, village, city) (municipality) (number) (number)

WHEREAS, TID _____ was created on _____, _____ and has a maximum life date of _____, _____; and
(month) (day) (year) (month) (day) (year)

WHEREAS, the _____ of _____ TID _____ is not expected to generate sufficient revenue to recover its project costs within its maximum life; and

WHEREAS, under state law (sec. 66.1105(7)(am)1. - 3., Wis. Stats.), a municipality may request that the Joint Review Board (JRB) extend the life of a TID if the annual and total amount of tax increments over the remaining life of the district are not expected to generate sufficient revenue to recover its project costs.

TID Type: *(check one)*

- ☐ Blight – creation resolution adopted 10/1/95 - 9/30/04, allows four additional years
- ☐ Blight – creation resolution adopted after 10/01/04, allows three additional years
- ☐ Rehabilitation/Conservation – creation resolution adopted 10/1/95 - 9/30/04, allows four additional years
- ☐ Rehabilitation/Conservation – creation resolution adopted after 10/01/04, allows three additional years
- ☐ Industrial – creation resolution adopted after 10/01/04, allows three additional years
- ☐ Mixed-use – creation resolution adopted after 10/01/04, allows three additional years
- ☐ Environmental Remediation – creation resolution adopted after 11/29/17, allows three additional years

WHEREAS, under state law (sec. 66.1105(7)(am), Wis. Stats.), the municipality, together with the extension request:

- ☐ Provided an independent audit, which demonstrated the TID is unable to pay off its project costs by the required maximum life date *(JRB must approve)*
- ☐ Did not provide an independent audit but provided documentation on the TID's finances *(JRB may deny or approve)*

THEREFORE BE IT RESOLVED, that the JRB hereby approves the extension of TID _____ by an additional _____ years to _____, _____; and
(month) (day) (year)

BE IT FURTHER RESOLVED, that the _____ of _____ Clerk shall notify the Wisconsin Department of Revenue by providing a copy of this resolution.

Adopted this _____ day of _____, _____
(day) (month) (year)

Resolution introduced and adoption moved by JRB member _____
(name)

Motion for adoption seconded by JRB member _____
(name)

On roll call motion passed by a vote of _____ ayes to _____ nays
(number) (number)

ATTEST:

 Joint Review Board Chairperson Signature

 Clerk Signature

AGENDA ITEM 7f

Monthly Financial Report and Appropriations



Village of Sister Bay Board Report

Meeting Date: February 18, 2025

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

Bills By Type	Amount	Total
Village bills prepaid	\$ 2,082,037.65	
Bank fees & bills paid electronically	292.37	
<i>Village Total</i>		\$ 2,082,330.02
Special Revenue Funds bills	\$ 2,753.14	
Special Revenue Sales Tax	-	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ 2,753.14
Debt Service Village	\$ -	
Special Revenue	-	
Marina	-	
Utilities	-	
<i>Debt Service Total</i>		\$ -
CIP/TIF bills prepaid	\$ 435,700.74	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ 435,700.74
Water fund bills prepaid	\$ 38,935.36	
Wastewater fund bills prepaid	38,793.50	
Collection fund bills prepaid	4,379.77	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 82,108.63
Marina bills prepaid	\$ 62,331.64	
Marina sales tax	-	
Marina credit card fees & bills paid by EFT	214.75	
<i>Marina Total</i>		\$ 62,546.39
Net payroll: 1/24 & and 2/7	\$ 59,107.42	
State taxes paid online in December	3,837.40	
Retirement paid online in December	11,608.44	
<i>Payroll/taxes total</i>		\$ 74,553.26
TOTAL ALL BILLS		\$ 2,739,992.18

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 = 01/18/2025-02/14/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10007									
10007	ACTION APPRAISERS INC	3575	2025 MAINTENANCE WORK - F	02/03/2025	2,375.00	2,375.00	02/12/2025		100
10110									
10110	AFLAC	050283	EMPLOYEE-FUNDED PREMIUM	02/10/2025	136.26	136.26	02/12/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 13th	VOTING BOOTHS	01/21/2025	1,333.28	1,333.28	01/30/2025		100
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 13th	JOHN DEERE MAINT	01/21/2025	1,065.77	1,065.77	01/30/2025		100
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 13th	POLY TARP	01/21/2025	322.58	322.58	01/30/2025		100
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 13th	CHERRY DROP FIREWORKS	01/21/2025	66.98	66.98	01/30/2025		100
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	MONTHLY IT SUBSCRIPTIONS	01/21/2025	220.11	220.11	01/30/2025		100
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	WGFOA - SUPPANZ	01/21/2025	25.00	25.00	01/30/2025		100
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	TOILET SEATS	01/21/2025	122.64	122.64	01/30/2025		100
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	PW RECOGNITION	01/21/2025	71.39	71.39	01/30/2025		100
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	WPRA CONF - LINCZ/RAMSAY	01/21/2025	1,248.49	1,248.49	01/30/2025		100
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	TEAMVIEWER - W	01/21/2025	433.53	433.53	01/30/2025		610
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	WMCA - KROLL	01/21/2025	20.80	20.80	01/30/2025		610
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	TEAMVIEWER - WW	01/21/2025	799.33	799.33	01/30/2025		620
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	WMCA - KROLL	01/21/2025	38.35	38.35	01/30/2025		620
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	TEAMVIEWER - C	01/21/2025	121.94	121.94	01/30/2025		630
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	WMCA - KROLL	01/21/2025	5.85	5.85	01/30/2025		630
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	MARINA ZOOM SUBSCRIPTION	01/21/2025	168.70	168.70	01/30/2025		690
14309	ELAN FINANCIAL SERVICES	Jan 2025 - 1st	MARINA CONF - JORDAN	01/21/2025	509.00	509.00	01/30/2025		690
14310									
14310	CAPTAIN COMMODOES INC	65087	COMMODE RENTAL - DOG PAR	01/28/2025	110.00	110.00	01/23/2025		100
17506									
17506	CELLCOM	348144	CELLPHONES- PARKS	02/05/2025	259.89	259.89	02/12/2025		100
17506	CELLCOM	348144	CELLPHONE - MARINA	02/05/2025	66.86	66.86	02/12/2025		690
17506	CELLCOM	348501	UTILITIES PHONE - W	02/05/2025	140.41	140.41	02/12/2025		610
17506	CELLCOM	348501	UTILITIES PHONE - WW	02/05/2025	258.87	258.87	02/12/2025		620
17506	CELLCOM	348501	UTILITIES PHONE- C	02/05/2025	39.49	39.49	02/12/2025		630
17515									
17515	CIVIC SYSTEMS LLC	INV-02208	SEMI-ANNUAL SOFTWARE SUP	01/01/2025	758.95	758.95	01/23/2025		610
17515	CIVIC SYSTEMS LLC	INV-02208	SEMI-ANNUAL SOFTWARE SUP	01/01/2025	366.28	366.28	01/23/2025		610
17515	CIVIC SYSTEMS LLC	INV-02208	SEMI-ANNUAL SOFTWARE SUP	01/01/2025	1,399.31	1,399.31	01/23/2025		620
17515	CIVIC SYSTEMS LLC	INV-02208	SEMI-ANNUAL SOFTWARE SUP	01/01/2025	213.46	213.46	01/23/2025		630
17515	CIVIC SYSTEMS LLC	INV-02213	SEMI-ANNUAL SOFTWARE SUP	01/01/2025	1,840.44	1,840.44	01/23/2025		100
17515	CIVIC SYSTEMS LLC	INV-02213	SEMI-ANNUAL SOFTWARE SUP	01/01/2025	541.37	541.37	01/23/2025		610
17515	CIVIC SYSTEMS LLC	INV-02213	SEMI-ANNUAL SOFTWARE SUP	01/01/2025	998.15	998.15	01/23/2025		620
17515	CIVIC SYSTEMS LLC	INV-02213	SEMI-ANNUAL SOFTWARE SUP	01/01/2025	152.26	152.26	01/23/2025		630
17515	CIVIC SYSTEMS LLC	INV-02213	SEMI-ANNUAL SOFTWARE SUP	01/01/2025	1,691.78	1,691.78	01/23/2025		690
17526									
17526	CUMMINS SALES AND SER	F4-250278023	GENERATOR MAINTENANCE -	02/03/2025	599.00	599.00	02/12/2025		100
20007									
20007	DELTA DENTAL OF WIS	2287408	DENTAL INSURANCE - FEBRUA	01/16/2025	645.80	645.80	01/23/2025		100
20007	DELTA DENTAL OF WIS	2287547	DENTAL PLAN - PREVENTATIVE	01/16/2025	180.56	180.56	01/23/2025		100
20007	DELTA DENTAL OF WIS	2290644	VISION INSURANCE - FEBRUA	01/16/2025	187.26	187.26	01/23/2025		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYEE AMT	02/05/2025	3,214.51	3,214.51	02/06/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYER AMT	02/05/2025	18,215.53	18,215.53	02/06/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYEE AMT	02/05/2025	122.70	122.70	02/06/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYER AMT	02/05/2025	695.30	695.30	02/06/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
20450									
20450	DOOR COUNTY TREASURE	February 2025	TAX SETTLEMENT - FEBRUARY	02/12/2025	841,231.51	841,231.51	02/12/2025		100
20450	DOOR COUNTY TREASURE	MFL 2025	MFL PAYMENT	02/12/2025	37.96	37.96	02/12/2025		100
20451									
20451	DOOR COUNTY HIGHWAY D	2024-3300052	STREET MAINTENANCE	12/31/2024	332.73	332.73	02/06/2025		100
20451	DOOR COUNTY HIGHWAY D	2024-3300052	SNOW REMOVAL	12/31/2024	6,288.54	6,288.54	02/06/2025		100
20451	DOOR COUNTY HIGHWAY D	2024-3300053	WINTER OPERATIONS- SNOWP	12/31/2024	88.57	88.57	02/06/2025		620
20462									
20462	WI HUMANE SOCIETY	Annual Support	SUPPORT	01/16/2025	5,000.00	5,000.00	01/23/2025		100
20484									
20484	DOOR COUNTY SOIL & WAT	2025 PLAT BO	2025 PLAT BOOK	01/28/2025	28.44	28.44	01/30/2025		100
20486									
20486	WESLEY COLLINS	January 2025	REIMBURSE GLOVES AND SAF	01/31/2025	77.36	77.36	02/06/2025		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0118250	PRINT PAPER CHECK TO UPDA	01/20/2025	105.42	105.42	01/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0118250	PRINT PAPER CHECK TO UPDA	01/20/2025	105.42	105.42	01/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0118250	PRINT PAPER CHECK TO UPDA	01/20/2025	24.66	24.66	01/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0118250	PRINT PAPER CHECK TO UPDA	01/20/2025	24.66	24.66	01/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0118250	PRINT PAPER CHECK TO UPDA	01/20/2025	2,594.60	2,594.60	01/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0118250	PRINT PAPER CHECK TO UPDA	01/20/2025	2,594.60	2,594.60	01/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0118250	PRINT PAPER CHECK TO UPDA	01/20/2025	606.80	606.80	01/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0118250	PRINT PAPER CHECK TO UPDA	01/20/2025	606.80	606.80	01/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0118250	PRINT PAPER CHECK TO UPDA	01/20/2025	4,116.42	4,116.42	01/20/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0201250	PRINT PAPER CHECK TO UPDA	02/05/2025	2,643.26	2,643.26	02/06/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0201250	PRINT PAPER CHECK TO UPDA	02/05/2025	2,643.26	2,643.26	02/06/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0201250	PRINT PAPER CHECK TO UPDA	02/05/2025	618.18	618.18	02/06/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0201250	PRINT PAPER CHECK TO UPDA	02/05/2025	618.18	618.18	02/06/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0201250	PRINT PAPER CHECK TO UPDA	02/05/2025	3,955.21	3,955.21	02/06/2025		100
20514									
20514	ERC INC	ERC-0225-127	EAP BENEFITS - ADMIN	02/01/2025	22.97	22.97	02/06/2025		100
20514	ERC INC	ERC-0225-127	EAP BENEFITS - CLERK	02/01/2025	11.48	11.48	02/06/2025		100
20514	ERC INC	ERC-0225-127	EAP BENEFITS - FINANCE	02/01/2025	11.48	11.48	02/06/2025		100
20514	ERC INC	ERC-0225-127	EAP BENEFITS - PARKS & STRE	02/01/2025	57.42	57.42	02/06/2025		100
20514	ERC INC	ERC-0225-127	EAP BENEFITS - WATER	02/01/2025	20.68	20.68	02/06/2025		610
20514	ERC INC	ERC-0225-127	EAP BENEFITS - WASTEWATER	02/01/2025	41.35	41.35	02/06/2025		620
20514	ERC INC	ERC-0225-127	EAP BENEFITS - COLLECTION	02/01/2025	6.89	6.89	02/06/2025		630
20514	ERC INC	ERC-0225-127	EAP BENEFITS - MARINA	02/01/2025	11.48	11.48	02/06/2025		690
30609									
30609	FASTENAL	WISTU171690	MOLY GREASE	01/02/2025	132.08	132.08	01/23/2025		100
30609	FASTENAL	WISTU171806	NAUTICAL CAN HARDWARE	01/10/2025	143.00	143.00	01/23/2025		100
30609	FASTENAL	WISTU171932	HARDWARE	01/17/2025	172.90	172.90	02/12/2025		100
30701									
30701	FRONTIER	090205-5-Feb	ROLL-OVER LINE	01/25/2025	7.00	7.00	02/06/2025		100
30701	FRONTIER	Feb259201590	PHONES-W	01/25/2025	108.68	108.68	02/06/2025		610
30701	FRONTIER	Feb259201590	PHONES-WW	01/25/2025	108.67	108.67	02/06/2025		620
30725									
30725	GIBRALTAR AREA SCHOOL	February 2025	FEB TAX SETTLEMENT - GIBRA	02/12/2025	899,161.15	899,161.15	02/12/2025		100
30750									
30750	GOING CO INC	267607	VILLAGE GARBAGE	02/01/2025	12,123.40	12,123.40	02/12/2025		100
30750	GOING CO INC	267607	VILLAGE RECYCLING	02/01/2025	2,175.60	2,175.60	02/12/2025		100
30750	GOING CO INC	267807	MARINA RECYCLING	02/01/2025	135.16	135.16	02/12/2025		690
30750	GOING CO INC	267807	MARINA TRASH	02/01/2025	410.24	410.24	02/12/2025		690
30750	GOING CO INC	267817	PARKS MAINT TRASH	02/01/2025	122.58	122.58	02/12/2025		100
30750	GOING CO INC	267817	PARKS MAINT RECYCLING	02/01/2025	127.43	127.43	02/12/2025		100
30750	GOING CO INC	267829	POST OFFICE TRASH	02/01/2025	63.71	63.71	02/12/2025		100
30750	GOING CO INC	267835	WWTP RUBBISH REMOVAL	02/01/2025	137.63	137.63	02/12/2025		620
30750	GOING CO INC	267927	RECYCLING - FIRE STATION	02/01/2025	56.05	56.05	02/12/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
30751									
30751	GREAT-WEST TRUST COMP	PR0118250	Great West Deferred Comp. DEF	01/20/2025	185.00	185.00	01/20/2025		100
30751	GREAT-WEST TRUST COMP	PR0118250	Great West Deferred Comp. DEF	01/20/2025	100.00	100.00	01/20/2025		100
30751	GREAT-WEST TRUST COMP	PR0201250	Great West Deferred Comp. DEF	02/05/2025	185.00	185.00	02/06/2025		100
30751	GREAT-WEST TRUST COMP	PR0201250	Great West Deferred Comp. DEF	02/05/2025	100.00	100.00	02/06/2025		100
31809									
31809	HSABANK	February 2025	EMPLOYEE CONTRIBUTION - F	01/27/2025	435.00	435.00	02/06/2025		100
31825									
31825	HOLIDAY WHOLESale	1918952	TKH COCOA MACHINE RENTAL	12/30/2024	200.00	200.00	01/23/2025		205
31825	HOLIDAY WHOLESale	1924046	TKH CONCESSION SUPPLIES	01/07/2025	336.70	336.70	01/23/2025		205
31825	HOLIDAY WHOLESale	1929748	TKH CONCESSION SUPPLIES	01/14/2025	347.30	347.30	01/23/2025		205
31825	HOLIDAY WHOLESale	1931740	TKH CONCESSION SUPPLIES -	01/16/2025	53.25-	53.25-	01/30/2025		205
31825	HOLIDAY WHOLESale	1935321	TKH CONCESSION SUPPLIES	01/21/2025	183.50	183.50	01/30/2025		205
31825	HOLIDAY WHOLESale	1942594	TKH CONCESSION SUPPLIES	02/04/2025	174.65	174.65	02/12/2025		205
31825	HOLIDAY WHOLESale	1945876	TKH CONCESSION SUPPLIES	02/04/2025	156.40	156.40	02/12/2025		205
40963									
40963	INSPECTION SPECIALISTS	January 2025	BUILDING INSPECTION - JANU	01/31/2025	898.20	898.20	02/06/2025		100
41109									
41109	KIEHNAU'S SERVICE LLC	26064	TOWING OF CHEVY TRUCK-W	01/17/2025	187.20	187.20	02/06/2025		610
41109	KIEHNAU'S SERVICE LLC	26064	TOWING OF CHEVY TRUCK-W	01/17/2025	345.15	345.15	02/06/2025		620
41109	KIEHNAU'S SERVICE LLC	26064	TOWING OF CHEVY TRUCK-C	01/17/2025	52.65	52.65	02/06/2025		630
41205									
41205	WISCONSIN BUILDING SUP	January 2025	VH MAINT	02/01/2025	47.26	47.26	02/12/2025		100
41205	WISCONSIN BUILDING SUP	January 2025	CREDIT MEMO - VH MAINT	02/01/2025	47.26-	47.26-	02/12/2025		100
41205	WISCONSIN BUILDING SUP	January 2025	PARKS MAINT	02/01/2025	156.22	156.22	02/12/2025		100
41212									
41212	ROBERT E LEE & ASSOC IN	87964	CANTERBURY/APPLEWOOD R	02/03/2025	943.75	943.75	02/12/2025		400
41212	ROBERT E LEE & ASSOC IN	87965	MILL ROAD RECONSTRUCTION	02/03/2025	1,551.75	1,551.75	02/06/2025		400
41215									
41215	DAVE LIENAU	FL Conf 2025	MILEAGE REIMBURSEMENT - M	02/11/2025	165.40	165.40	02/12/2025		690
41218									
41218	AIRGAS	5513101341	AIRGAS RENT CYL- OXYGEN	12/31/2024	37.61	37.61	01/23/2025		620
41218	AIRGAS	5513822222	RENTAL FOR ARGON, ACETYLE	01/31/2025	60.96	60.96	02/12/2025		620
41222									
41222	THE LODGE	25010135	TKH ADVERTISING	01/31/2025	1,050.00	1,050.00	02/12/2025		205
41316									
41316	MARCO INC	38376098	GENERAL COPIES	01/21/2025	241.40	241.40	01/23/2025		100
41316	MARCO INC	38376098	ZONING COPIES	01/21/2025	11.12	11.12	01/23/2025		100
41316	MARCO INC	38376098	STR COPIES	01/21/2025	6.12	6.12	01/23/2025		100
41316	MARCO INC	38376098	ELECTION COPIES	01/21/2025	10.20	10.20	01/23/2025		100
41316	MARCO INC	38376098	TKH COPIES	01/21/2025	10.20	10.20	01/23/2025		205
41316	MARCO INC	38376098	UTILITIES COPIES - W	01/21/2025	33.14	33.14	01/23/2025		610
41316	MARCO INC	38376098	LGUD #1 COPIES	01/21/2025	9.23	9.23	01/23/2025		610
41316	MARCO INC	38376098	UTILITIES COPIES - WW	01/21/2025	61.10	61.10	01/23/2025		620
41316	MARCO INC	38376098	LGUD #1 COPIES	01/21/2025	9.23	9.23	01/23/2025		620
41316	MARCO INC	38376098	UTILITIES COPIES - C	01/21/2025	9.32	9.32	01/23/2025		630
41316	MARCO INC	38376098	MARINA COPIES	01/21/2025	4.69	4.69	01/23/2025		690
41316	MARCO INC	546503517	UTILITIES COPIES - W	01/01/2025	70.77	70.77	01/23/2025		610
41316	MARCO INC	546503517	UTILITIES COPIES - WW	01/01/2025	130.49	130.49	01/23/2025		620
41316	MARCO INC	546503517	UTILITIES COPIES - C	01/01/2025	19.90	19.90	01/23/2025		630
51396									
51396	MUNICIPAL PROPERTY INS	48-10181 2025	ANNUAL PROP INS COVG - GE	12/12/2024	9,265.53	9,265.53	01/23/2025		100
51396	MUNICIPAL PROPERTY INS	48-10181 2025	ANNUAL PROP INS COVG - LIB	12/12/2024	1,900.37	1,900.37	01/23/2025		100
51396	MUNICIPAL PROPERTY INS	48-10181 2025	ANNUAL PROP INS COVG - TKH	12/12/2024	251.88	251.88	01/23/2025		205
51396	MUNICIPAL PROPERTY INS	48-10181 2025	ANNUAL PROP INS COVG - WA	12/12/2024	3,908.44	3,908.44	01/23/2025		610
51396	MUNICIPAL PROPERTY INS	48-10181 2025	ANNUAL PROP INS COVG - WA	12/12/2024	13,247.77	13,247.77	01/23/2025		620
51396	MUNICIPAL PROPERTY INS	48-10181 2025	ANNUAL PROP INS COVG - COL	12/12/2024	1,644.61	1,644.61	01/23/2025		630

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
51396	MUNICIPAL PROPERTY INS	48-10181 2025	ANNUAL PROP INS COVG - MA	12/12/2024	8,180.40	8,180.40	01/23/2025		690
51396	MUNICIPAL PROPERTY INS	48-10181 2025	PIER & WHARF COVERAGE	12/12/2024	10,869.00	10,869.00	01/23/2025		690
51399									
51399	MONROE TRUCK EQUIP IN	855739	TOMMY GATE	01/13/2025	820.30	820.30	01/23/2025		100
51406									
51406	NWTC DISTRICT	February 2025	FEB TAX SETTLEMENT - NWTC	02/12/2025	195,410.92	195,410.92	02/12/2025		100
51410									
51410	NAPA STURGEON BAY	299864	ADAPTER	02/11/2025	26.99	26.99	02/12/2025		100
51410	NAPA STURGEON BAY	299864	UJOINT	02/11/2025	65.98	65.98	02/12/2025		100
51410	NAPA STURGEON BAY	299864	REPEL WIPER BLADE 22	02/11/2025	25.38	25.38	02/12/2025		100
61539									
61539	OFFICE DEPOT BUSINESS	403643613001	TONER - ADMIN	01/06/2025	251.36	251.36	01/23/2025		100
61539	OFFICE DEPOT BUSINESS	403643613001	TONER - MARINA	01/06/2025	251.36	251.36	01/23/2025		690
61539	OFFICE DEPOT BUSINESS	406300352001	ADMIN OFFICE SUPPLIES	01/15/2025	21.05	21.05	01/30/2025		100
61539	OFFICE DEPOT BUSINESS	406300352001	TONER - SUPPANZ	01/15/2025	171.30	171.30	01/30/2025		100
61539	OFFICE DEPOT BUSINESS	406300352001	MARINA OFFICE SUPPLIES	01/15/2025	21.05	21.05	01/30/2025		690
61539	OFFICE DEPOT BUSINESS	406301111001	EPSON INK	01/15/2025	31.98	31.98	01/30/2025		100
61614									
61614	PENINSULA PULSE	34859	HELP WANTED - DPW	02/10/2025	63.70	63.70	02/12/2025		100
61614	PENINSULA PULSE	34859	COMMERICAL VENDOR RFPS	02/10/2025	63.70	63.70	02/12/2025		100
61614	PENINSULA PULSE	34880	CLASS 2 NOTICE - ROBERTS A	02/01/2025	112.38	112.38	02/12/2025		100
61614	PENINSULA PULSE	34880	WWTP SPILL NOTICE	02/01/2025	39.32	39.32	02/12/2025		620
61637									
61637	PITNEY BOWES INC	1026813047	POSTAGE METER INK	01/21/2025	273.87	273.87	01/23/2025		100
61637	PITNEY BOWES INC	Reserve Acct -	POSTAGE FOR METER	02/11/2025	3,500.00	3,500.00	02/12/2025		100
71891									
71891	SECURIAN FINANCIAL GRO	March 2025	LIFE INSURANCE PREMIUMS -	02/10/2025	452.06	452.06	02/12/2025		100
71907									
71907	CLIFTONLARSONALLEN LL	L251039491	AUDIT BILLING - GENERAL	01/29/2025	1,900.00	1,900.00	01/30/2025		100
71907	CLIFTONLARSONALLEN LL	L251039491	EOY ACCOUNTING ASSISTANC	01/29/2025	5,615.93	5,615.93	01/30/2025		100
71907	CLIFTONLARSONALLEN LL	L251039491	AUDIT BILLING - TID #2	01/29/2025	380.00	380.00	01/30/2025		510
71907	CLIFTONLARSONALLEN LL	L251039491	EOY ACCOUNTING ASSISTANC	01/29/2025	1,123.19	1,123.19	01/30/2025		510
71907	CLIFTONLARSONALLEN LL	L251039491	AUDIT BILLING - WATER	01/29/2025	475.00	475.00	01/30/2025		610
71907	CLIFTONLARSONALLEN LL	L251039491	EOY ACCOUNTING ASSISTANC	01/29/2025	1,403.98	1,403.98	01/30/2025		610
71907	CLIFTONLARSONALLEN LL	L251039491	AUDIT BILLING - WASTEWATER	01/29/2025	950.00	950.00	01/30/2025		620
71907	CLIFTONLARSONALLEN LL	L251039491	EOY ACCOUNTING ASSISTANC	01/29/2025	2,807.96	2,807.96	01/30/2025		620
71907	CLIFTONLARSONALLEN LL	L251039491	AUDIT BILLING - COLLECTION	01/29/2025	285.00	285.00	01/30/2025		630
71907	CLIFTONLARSONALLEN LL	L251039491	EOY ACCOUNTING ASSISTANC	01/29/2025	842.39	842.39	01/30/2025		630
71907	CLIFTONLARSONALLEN LL	L251039491	AUDIT BILLING - MARINA	01/29/2025	760.00	760.00	01/30/2025		690
71907	CLIFTONLARSONALLEN LL	L251039491	EOY ACCOUNTING ASSISTANC	01/29/2025	2,246.37	2,246.37	01/30/2025		690
71920									
71920	SISTER BAY ADVANCEMEN	Qtr 4 Sup - 202	QUARTER 4 SUPPORT	02/05/2025	16,033.59	16,033.59	02/06/2025		100
71931									
71931	SISTER BAY PETRO	January 2025	VILLAGE GAS	01/31/2025	75.43	75.43	02/12/2025		100
71931	SISTER BAY PETRO	January 2025	SHUTTLE BUS GAS	01/31/2025	55.51	55.51	02/12/2025		100
71931	SISTER BAY PETRO	January 2025	UTILITY GAS - W	01/31/2025	46.49	46.49	02/12/2025		610
71931	SISTER BAY PETRO	January 2025	UTILITY GAS - WW	01/31/2025	85.72	85.72	02/12/2025		620
71931	SISTER BAY PETRO	January 2025	UTILITY GAS - C	01/31/2025	13.09	13.09	02/12/2025		630
72996									
72996	VAN'S LUMBER INC	IN039679	CT CARRIAGE HOUSE	02/07/2025	86.00	86.00	02/12/2025		100
73003									
73003	VERIZON BUSINESS	08716973	VILLAGE PHONE - LONG DISTA	02/10/2025	.29	.29	02/12/2025		100
82350									
82350	WI PUBLIC SERVICE	0402302054-0	STREET LIGHTS	01/28/2025	1,534.11	1,534.11	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054-F	MAINTENANCE BLDG	02/06/2025	290.98	290.98	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054-F	FUTURE FACILITIES SITE	02/06/2025	20.45	20.45	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054-F	VILLAGE HALL	02/06/2025	264.23	264.23	02/06/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
82350	WI PUBLIC SERVICE	0402302054-F	ADMIN BLDG	02/06/2025	921.56	921.56	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054-F	STREET LIGHTS	02/06/2025	408.56	408.56	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054-F	PARKS	02/06/2025	278.22	278.22	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054-F	SPORTS COMPLEX	02/06/2025	1,504.99	1,504.99	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054-F	BIKE TRAIL LIGHTS	02/06/2025	116.50	116.50	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054-F	SWALE PUMP	02/06/2025	51.75	51.75	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054-F	DOCKS	02/06/2025	2,497.05	2,497.05	02/06/2025		690
82350	WI PUBLIC SERVICE	0402302054-F	BOATHOUSE	02/06/2025	24.67	24.67	02/06/2025		690
82350	WI PUBLIC SERVICE	0402302054Ja	ELECTRICITY - INFO BOOTH	01/30/2025	125.19	125.19	02/06/2025		100
82350	WI PUBLIC SERVICE	0402302054Ja	ELECTRICITY - WATER	01/30/2025	2,197.52	2,197.52	02/06/2025		610
82350	WI PUBLIC SERVICE	0402302054Ja	ELECTRICITY - WASTEWATER	01/30/2025	6,688.65	6,688.65	02/06/2025		620
82350	WI PUBLIC SERVICE	0402302054Ja	ELECTRICITY - COLLECTION	01/30/2025	879.65	879.65	02/06/2025		630
82350	WI PUBLIC SERVICE	JAN250407165	WELL #3 - SISTER BAY	01/15/2025	383.92	383.92	01/30/2025		610
82350	WI PUBLIC SERVICE	JAN250407165	WELL #3 - LGUD	01/15/2025	127.98	127.98	01/30/2025		610
99998									
99998	ONE TIME VENDOR	STR OVERPY	REFUND OVERPAYMENT - STR	02/11/2025	500.00	500.00	02/12/2025		100
100091									
10009	BADGER METER INC	80185699	ORION CELLULAR UNITS-W	01/29/2025	9.22	9.22	02/06/2025		610
10009	BADGER METER INC	80185699	ORION CELLULAR UNITS-LGUD	01/29/2025	12.60	12.60	02/06/2025		610
10009	BADGER METER INC	80185699	ORION CELLULAR UNITS-WW	01/29/2025	16.99	16.99	02/06/2025		620
10009	BADGER METER INC	80185699	ORION CELLULAR UNITS-C	01/29/2025	2.59	2.59	02/06/2025		630
100241									
10024	CRANE ENGINEERING INC	481628-00	DECANTING HOSE	01/30/2025	500.00	500.00	02/12/2025		620
10024	CRANE ENGINEERING INC	481628-00	SLUDGE LOADING HOSE	01/30/2025	500.00	500.00	02/12/2025		620
100276									
10027	DIGGERS HOTLINE INC	250 1 38501 P	LOCATOR SERVICE	01/20/2025	727.30	727.30	01/30/2025		610
100411									
10041	FERRELLGAS	1129174993	LIBRARY PROPANE	01/06/2025	992.41	992.41	02/12/2025		100
10041	FERRELLGAS	1129174994	PROPANE MAINTENANCE BLD	02/06/2025	954.64	954.64	02/12/2025		100
10041	FERRELLGAS	1129199097	PROPANE FIRE STATION	01/08/2025	2,226.16	2,226.16	02/12/2025		100
10041	FERRELLGAS	1129232428	VILLAGE HALL PROPANE	01/10/2025	978.42	978.42	02/12/2025		100
10041	FERRELLGAS	1129410054	PROPANE MAINTENANCE BLD	01/23/2025	795.48	795.48	02/12/2025		100
10041	FERRELLGAS	1129410056	LIBRARY PROPANE	01/23/2025	811.47	811.47	02/12/2025		100
10041	FERRELLGAS	2040906401	PROPANE MAINTENANCE BLD	01/14/2025	125.00	125.00	02/12/2025		100
100491									
10049	HAWKINS INC	6960706	CHLORINE CYLINDER RENTAL	01/15/2025	10.00	10.00	01/23/2025		610
100516									
10051	INNOVATIVE PRINTING LLC	38244	ID BADGES - UTIL W	01/31/2025	3.20	3.20	02/12/2025		610
10051	INNOVATIVE PRINTING LLC	38244	ID BADGES - UTIL WW	01/31/2025	5.90	5.90	02/12/2025		620
10051	INNOVATIVE PRINTING LLC	38244	ID BADGES - UTIL C	01/31/2025	.90	.90	02/12/2025		630
100541									
10054	ITU ABSORB TECH	8481934	RAGS- W	02/04/2025	6.85	6.85	02/12/2025		610
10054	ITU ABSORB TECH	8481934	WWTP LAUNDRY SERVICE	02/04/2025	80.97	80.97	02/12/2025		620
10054	ITU ABSORB TECH	8481934	RAGS- WW	02/04/2025	12.63	12.63	02/12/2025		620
10054	ITU ABSORB TECH	8481934	RAGS- C	02/04/2025	1.93	1.93	02/12/2025		630
100691									
10069	MIDWEST METER INC	0174549-IN	3/4" METER BASE - 78 EA	01/15/2025	4,836.00	4,836.00	01/23/2025		610
10069	MIDWEST METER INC	0174549-IN	1" METER BASE - 12 EA	01/15/2025	3,240.00	3,240.00	01/23/2025		610
10069	MIDWEST METER INC	0175165-IN	3/4" METER REGISTER 48EA, 3/	02/06/2025	17,145.80	17,145.80	02/12/2025		610
100731									
10073	NCL OF WISCONSIN INC	515009	LAB CHEMICALS	01/29/2025	339.43	339.43	02/06/2025		620
100781									
10078	ONE TIME VENDOR	3065.02 OVER	REFUND OVERPAYMENT 3065.	01/16/2025	426.98	426.98	01/23/2025		001
100851									
10085	PREMIER REAL ESTATE MG	Overpayment 3	OVERPAYMENT 3268.07	02/03/2025	191.95	191.95	02/06/2025		001
10085	PREMIER REAL ESTATE MG	OVERPAYMEN	OVERPAYMENT 7279.04	02/03/2025	16.69	16.69	02/06/2025		001
10085	PREMIER REAL ESTATE MG	OVERPAYMEN	OVERPAYMENT 8082.09	02/03/2025	56.32	56.32	02/06/2025		001

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
101126									
10112	WI STATE LAB OF HYGIENE	801285	PFA TESTING- WW	01/31/2025	730.00	730.00	02/12/2025		620
101207									
10120	DOOR COUNTY HARDWAR	101760-Jan 20	GENERAL SUPPLIES	01/31/2025	120.96	120.96	02/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Jan 20	STORE CREDIT	01/31/2025	5.05-	5.05-	02/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Jan 20	CUSTODIAL SUPPLIES	01/31/2025	54.33	54.33	02/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Jan 20	DPW TOOLS/EQUIP	01/31/2025	130.97	130.97	02/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Jan 20	DPW GENERAL SUPPLIES	01/31/2025	36.76	36.76	02/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Jan 20	DPW SHOP SUPPLIES	01/31/2025	31.72	31.72	02/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Jan 20	OIL/FLUIDS	01/31/2025	29.97	29.97	02/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Jan 20	VEHICLE MAINT	01/31/2025	37.97	37.97	02/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Jan 20	PARKS SUPPLIES	01/31/2025	9.59	9.59	02/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Jan 20	PARKS MAINT	01/31/2025	247.67	247.67	02/06/2025		100
10120	DOOR COUNTY HARDWAR	502215- 1/31/2	10386 DISH	01/31/2025	18.99	18.99	02/06/2025		610
10120	DOOR COUNTY HARDWAR	502215- 1/31/2	10480 PLIERS AND STORAGE B	01/31/2025	40.97	40.97	02/06/2025		610
10120	DOOR COUNTY HARDWAR	502215- 1/31/2	10121 THERMOMETER	01/31/2025	8.59	8.59	02/06/2025		610
10120	DOOR COUNTY HARDWAR	502215- 1/31/2	9894 HOSE NOZZLE	01/31/2025	14.99	14.99	02/06/2025		620
10120	DOOR COUNTY HARDWAR	502215- 1/31/2	10337 HAMDLE AND REPLACE	01/31/2025	37.58	37.58	02/06/2025		620
10120	DOOR COUNTY HARDWAR	502215- 1/31/2	10406 FUNNEL	01/31/2025	2.39	2.39	02/06/2025		620
10120	DOOR COUNTY HARDWAR	502215- 1/31/2	9915 MOUSE TRAPS	01/31/2025	8.37	8.37	02/06/2025		620
10120	DOOR COUNTY HARDWAR	502215- 1/31/2	10401 SIGN	01/31/2025	4.99	4.99	02/06/2025		620
10120	DOOR COUNTY HARDWAR	502215- 1/31/2	10220 HEATER	01/31/2025	33.99	33.99	02/06/2025		630
101216									
10121	HYDROCORP	CI-04592	COMMERCIAL CROSS CONNEC	01/31/2025	444.79	444.79	02/12/2025		610
10121	HYDROCORP	CI-04592	COMMERCIAL CROSS CONNEC	01/31/2025	11.21	11.21	02/12/2025		610
1001151									
10011	HACH COMPANY	14316583	SAMPLER REPAIR- WW LAB	01/07/2025	2,405.00	2,405.00	01/23/2025		620
1001182									
10011	WISCONSIN EMERGENCY	247755	2024 TIER II REPORT- WW	01/31/2025	330.00	330.00	02/06/2025		620
10011	WISCONSIN EMERGENCY	247771	2024 TIER II REPORT- W	01/31/2025	275.00	275.00	02/06/2025		610
1001199									
10011	SPECTRUM ENTERPRISE	104064501020	ADMIN INTERNET	02/10/2025	159.98	159.98	02/12/2025		100
10011	SPECTRUM ENTERPRISE	171222601012	PARKS MAINT INTERNET	01/21/2025	149.99	149.99	01/30/2025		100
10011	SPECTRUM ENTERPRISE	171227201012	VILLAGE HALL PHONE	01/21/2025	39.99	39.99	01/30/2025		100
10011	SPECTRUM ENTERPRISE	171227201012	VILLAGE HALL INTERNET	01/21/2025	139.99	139.99	01/30/2025		100
10011	SPECTRUM ENTERPRISE	171227501012	INTERNET - MARINA	01/21/2025	319.96	319.96	01/30/2025		690
10011	SPECTRUM ENTERPRISE	171227501012	CABLE TV - MARINA	01/21/2025	52.49	52.49	01/30/2025		690
1001209									
10012	AMAZON CAPITAL SERVICE	14TC-MNVX-6	ELECTIONS SUPPLIES - LABEL	01/27/2025	35.99	35.99	02/06/2025		100
10012	AMAZON CAPITAL SERVICE	19QT-QRYJ-4K	CAR FLOOR MATS	01/30/2025	19.99	19.99	02/12/2025		100
10012	AMAZON CAPITAL SERVICE	1DCL-44R4-1P	JACKET BATTERY PACK	01/29/2025	24.65	24.65	02/06/2025		100
10012	AMAZON CAPITAL SERVICE	1DCL-44R4-1P	PW FLEECE HOODIES	01/29/2025	64.63	64.63	02/06/2025		100
10012	AMAZON CAPITAL SERVICE	1DW9-7J77-M4	MARINA OFFICE SUPPLIES	01/21/2025	43.99	43.99	01/23/2025		690
10012	AMAZON CAPITAL SERVICE	1F9V-6KP6-4P	JACKET-BARNES	02/03/2025	26.88	26.88	02/12/2025		610
10012	AMAZON CAPITAL SERVICE	1F9V-6KP6-4P	METER BINS	02/03/2025	26.99	26.99	02/12/2025		610
10012	AMAZON CAPITAL SERVICE	1F9V-6KP6-4P	JACKET-BARNES	02/03/2025	49.55	49.55	02/12/2025		620
10012	AMAZON CAPITAL SERVICE	1F9V-6KP6-4P	WWTP GATE OPENER BATTERI	02/03/2025	11.82	11.82	02/12/2025		620
10012	AMAZON CAPITAL SERVICE	1F9V-6KP6-4P	WWTP GATE OPENERS	02/03/2025	41.99	41.99	02/12/2025		620
10012	AMAZON CAPITAL SERVICE	1F9V-6KP6-4P	JACKET-BARNES	02/03/2025	7.56	7.56	02/12/2025		630
10012	AMAZON CAPITAL SERVICE	1G1D-TV9P-JT	CLOTHING - RAMSAY	01/13/2025	117.46	117.46	01/23/2025		100
10012	AMAZON CAPITAL SERVICE	1J4X-H1VT-Y6	GLOVES AND CLEATS	01/07/2025	95.76	95.76	01/23/2025		205
10012	AMAZON CAPITAL SERVICE	1MG7-FXRJ-6	ICE EATERS	01/15/2025	2,350.00	2,350.00	01/23/2025		690
10012	AMAZON CAPITAL SERVICE	1Q71-99NC-61	BLOK-BOOTS RETURNED-W	01/15/2025	46.38-	46.38-	01/23/2025		610
10012	AMAZON CAPITAL SERVICE	1Q71-99NC-61	BLOK-BOOTS RETURNED-WW	01/15/2025	85.52-	85.52-	01/23/2025		620
10012	AMAZON CAPITAL SERVICE	1Q71-99NC-61	BLOK-BOOTS RETURNED-C	01/15/2025	13.05-	13.05-	01/23/2025		630
1001210									
10012	QUANTUM TECHNOLOGIES	47625	WWTP CAMERA	01/28/2025	3,725.55	3,725.55	01/30/2025		620

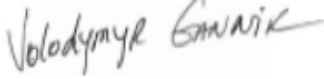
Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001233									
10012	NEXTIVA INC	40004228120	PHONE - VH	01/31/2025	63.25	63.25	02/12/2025		100
10012	NEXTIVA INC	40004228120	PHONE - ADMIN	01/31/2025	162.66	162.66	02/12/2025		100
10012	NEXTIVA INC	40004228120	PHONE - SPORTS COMPLEX	01/31/2025	31.62	31.62	02/12/2025		100
10012	NEXTIVA INC	40004228120	PHONE - WW PLANT	01/31/2025	131.07	131.07	02/12/2025		620
10012	NEXTIVA INC	40004228120	PHONE - MARINA	01/31/2025	63.25	63.25	02/12/2025		690
1001234									
10012	MIDWEST CHEMICAL & EQ	7610	POLYMER	12/20/2024	1,156.50	1,156.50	02/12/2025		620
1001236									
10012	CONWAY OLEJNICZAK & JE	50960	ROBERTS ZONING APPEAL	01/31/2025	67.50	67.50	02/12/2025		100
10012	CONWAY OLEJNICZAK & JE	50960	PARKING CITATION	01/31/2025	112.50	112.50	02/12/2025		100
10012	CONWAY OLEJNICZAK & JE	50960	PCI HOLDINGS EASEMENT	01/31/2025	337.50	337.50	02/12/2025		100
10012	CONWAY OLEJNICZAK & JE	50960	ELECTED OFFICIALS ETHICS	01/31/2025	135.00	135.00	02/12/2025		100
10012	CONWAY OLEJNICZAK & JE	50960	PERSONNEL CMTE REQUEST	01/31/2025	112.50	112.50	02/12/2025		100
10012	CONWAY OLEJNICZAK & JE	50960	MARINA SEWER ISSUE	01/31/2025	144.00	144.00	02/12/2025		610
10012	CONWAY OLEJNICZAK & JE	50960	MARINA SEWER ISSUE	01/31/2025	265.50	265.50	02/12/2025		620
10012	CONWAY OLEJNICZAK & JE	50960	MARINA SEWER ISSUE	01/31/2025	40.50	40.50	02/12/2025		630
10012	CONWAY OLEJNICZAK & JE	50960	BOATHOUSE EASEMENT RELE	01/31/2025	472.00	472.00	02/12/2025		690
10012	CONWAY OLEJNICZAK & JE	50961	WHITE STR CASE	01/31/2025	350.00	350.00	02/12/2025		100
1001238									
10012	ADVANCE AUTO PARTS	14666-423540	2016 TRUCK BATTERY	01/27/2025	67.04	67.04	01/30/2025		610
10012	ADVANCE AUTO PARTS	14666-423540	2016 TRUCK BATTERY	01/27/2025	123.61	123.61	01/30/2025		620
10012	ADVANCE AUTO PARTS	14666-423540	2016 TRUCK BATTERY	01/27/2025	18.85	18.85	01/30/2025		630
1001246									
10012	CHURCH ENTERPRISES LL	#5402	BRAKE REPAIR - 2000 FORD XL	01/27/2025	254.74	254.74	02/12/2025		100
1001247									
10012	WISCONSIN DNR	2025.3.25 Oak	WW OPERATOR CERTIFICATIO	01/22/2025	50.00	50.00	01/30/2025		620
1001267									
10012	PRECISION PROPERTY MAI	#227	CHRISTMAS LIGHTS REMOVAL	01/30/2025	1,665.00	1,665.00	02/06/2025		100
1001272									
10012	J.B. TRUCK SERVICE LLC	6858	SNOW PLOW/DUMP TRUCK PA	01/28/2025	2,299.15	2,299.15	01/30/2025		100
1001288									
10012	WI SCTF	1/24/2025 Payr	CHILD SUPPORT - 01/24/25 PAY	01/20/2025	262.61	262.61	01/23/2025		100
10012	WI SCTF	CS 02.07.25	CHILD SUPPORT - 02/07/25 PAY	02/05/2025	262.61	262.61	02/06/2025		100
1001304									
10013	FIRST UNUM LIFE INSURAN	February 2025	LTD INSURANCE	01/16/2025	323.63	323.63	01/23/2025		100
1001314									
10013	PATRIOT ENTERPRISE LLC	18356	DIESEL REGEN	01/17/2025	188.87	188.87	01/23/2025		100
1001320									
10013	MCMAHON ASSOCIATES IN	603589	VILLAGE HALL SCHEMATIC DE	01/24/2025	7,631.90	7,631.90	02/06/2025		400
10013	MCMAHON ASSOCIATES IN	60375	PW BLDG	01/13/2025	9,148.40	9,148.40	01/23/2025		400
1001327									
10013	SAM JORDAN	FL Conf 2025	MEAL REIMBURSEMENT - MARI	02/11/2025	105.64	105.64	02/12/2025		690
1001335									
10013	HUMAN RESOURCES CON	16797	BENEFITS CONSULTING	01/21/2025	300.00	300.00	01/23/2025		100
10013	HUMAN RESOURCES CON	16867	BENEFITS CONSULTING	02/04/2025	150.00	150.00	02/06/2025		100
1001339									
10013	Summerset Marine Corporatio	INV7871	DOCK WINTERIZATION 2024	11/18/2024	9,562.50	9,562.50	02/12/2025		690
10013	Summerset Marine Corporatio	QU04635	DOCK REPAIR	02/10/2025	5,640.00	5,640.00	02/12/2025		690
10013	Summerset Marine Corporatio	QU04636	DOCK REPAIR	12/13/2024	5,400.00	5,400.00	02/12/2025		690
10013	Summerset Marine Corporatio	QU04811	DOCK REPAIR	02/10/2025	4,320.00	4,320.00	02/12/2025		690
10013	Summerset Marine Corporatio	QU04812	DOCK REPAIR	02/10/2025	5,988.60	5,988.60	02/12/2025		690
1001343									
10013	ALLIANCE CONSTRUCTION	4328	DPW BULDING - DRAW 4	01/31/2025	401,550.75	401,550.75	02/12/2025		400
10013	ALLIANCE CONSTRUCTION	S0661-06-24-0	DPW BULDING - CHANGE ORD	02/12/2025	13,371.00	13,371.00	02/12/2025		400
1001344									
10013	DOOR COUNTY CLERK OF	23FA62 - 1/24/	1/24/2025 PAYROLL WITHHOLDI	01/20/2025	25.00	25.00	01/23/2025		100

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format
Report dates: 1/1/2025-12/31/2025Page: 8
Feb 12, 2025 03:39PM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10013 1001346	DOOR COUNTY CLERK OF	23FA62 - 2.7.2	2/07/2025 PAYROLL WITHHOLDI	02/05/2025	25.00	25.00	02/06/2025		100
10013 1001347	SISTER BAY BP	BP - Jan 2025	VILLAGE GAS	01/31/2025	207.25	207.25	02/12/2025		100
10013	Rae-Cor Distributing	051584	NITRILE GLOVES	01/14/2025	100.95	100.95	01/23/2025		100
Grand Totals:					<u>2,664,931.80</u>	<u>2,664,931.8</u>			

Dated: February 18, 2025

Staff: Volodymyr Gannik
Finance Director/Treasurer

Report Criteria:

- Detail report.
- Invoice detail records above \$0 included.
- Only paid invoices included.
- Invoice Detail.Input date = 01/18/2025-02/14/2025

AGENDA ITEM 7g

Reconsider Contract; Administration Building;
Construction Drawings; McMahon



ADMIN BUILDING CONSTRUCTION DRAWINGS CONTRACT

Date: February 18, 2025

Board/Committee: Village Board

Re: Contract for Services

Author: Julie A. Schmelzer, Village Administrator

Trustees Bhirdo and Champeau requested this item be added to the agenda for reconsideration. The contract can be found at the link below. If approved there will need to be a condition that the schedule be updated.

[https://storage.googleapis.com/juniper-media-library/57/2025/02/08.g.2 Admin Building - McMahon Proposal.pdf](https://storage.googleapis.com/juniper-media-library/57/2025/02/08.g.2%20Admin%20Building%20-%20McMahon%20Proposal.pdf)

AGENDA ITEM 7h

Draft Letter; 2024 Tax Bills



DRAFT LETTER – 2024 TAX BILLS

Date: February 18, 2025

Board/Committee: Village Board

Re: Taxpayer Letter

Author: Heidi Teich, Village Clerk

Trustee Howson drafted a letter for consideration at the Finance Committee to send to Sister Bay taxpayers regarding the 2024 tax bills. President Bell requested that it be brought before the Village Board for discussion.

Dear Sister Bay Taxpayer,

February 10, 2025

We hope this letter finds you well. We are writing to inform you of an important update regarding your 2025 property tax and the decision not to issue tax refunds for this year.

After careful consideration and review of the impact tax refunds would have on tax levies in future years, as well as the cost involved, we have determined that it is necessary to forgo tax refunds this year. This decision was not made lightly, and we understand that it may be disappointing.

However, the Village Board plans to defer \$330,341, the difference between no increase in taxes and the 10.8% increase incurred, in projects planned for 2025. In addition, the Finance Committee plans to amend the five-year Capital Improvement Plan to reduce future expenses. This will be an ongoing process, with the goal of pulling back on projects in the capital improvement plan that we would need to levy for.

Finally, the 2026 budget and tax levy will be determined under a new budget policy which will incorporate TID data, ensuring the final levy is fully accounted for.

We are committed to improving transparency and will continue to keep you updated on how these funds are being utilized to benefit the community. If you have any questions or concerns regarding this decision, please do not hesitate to contact the Village Administration office, Nate Bell, Village President, or a Village Trustee.

To stay informed, we encourage all residents to sign up to receive notices for Village meetings and attend those of interest. Sign up is available at the village website : www.sisterbaywi.gov

Thank you for your understanding and continued support as we work together to build a stronger future for our community.

Warm regards,

Nate Bell, President, Village of Sister Bay
List email address

Sister Bay Village Board of Trustees
List names and email addresses

AGENDA ITEM 8

Staff Reports



PARKS & STREETS DIRECTOR'S REPORT

Date: February 18, 2025

Board/Committee: Village Board

Author: Erik Linczmaier, Director

1. Staff has started inside work. Items on the to-do list are nautical can wood and rope replacement; changing booth repaint; re-roof and replace rotten wood; repaint post office parking bumpers; repaint Waterfront Bath's interior; repaint the fire station hallway and community/meeting room; rent carpet cleaner for fire station community/meeting room; fix electrical and mechanical issues for the 2006 Chevy truck Snowplow; reinforce the weld on the 2000 F350 snowplow driver side wing; fabricate a smaller snow shoot for the Trackless two stage blower; restore and refinish "Village of Sister Bay" park benches located at the sports complex; construct one memorial bench; repaint sports complex warming house white benches; and paint thirty replacement picnic table boards. We will also be creating benches in honor of any employee who has provided 20 plus years of service to the village.
2. Ice rink update: The rink has been open for over a month now which is a good improvement over last year's nine days. The rink has been flooded over thirty times. The Ice rink manager has been able to hire three staff this year. General attendance on the weekends has been between 150-200 people throughout the day. Broomball league was canceled this year due to a lack of sign-up. The league has struggled the past couple of winters with the rink not being open. I'm waiting to hear back from Andrew, the Ice Rink Manager, regarding the number of skate rentals and other sales data.
3. Swim dock update: I reached out to Summerset Marine and they are ready to make the necessary repairs to the swim dock. We are waiting for the DNR to issue the permit for the work to take place. Mike Kahr is handling the permit with the DNR and told me he hopes to have it soon.
4. Julie sent me an email from a company called NCLED this past month. They conduct free lighting audits and work with the Focus on Energy program. I had one of their auditors stop out and look at the sports complex and post office. They provided recommendations on new lights that would save the village money – those fixtures and more information is in the February Parks Meeting packet. The committee agreed to proceed with lighting at the post office to see if there is an actual cost savings.



Village of Sister Bay
Sewer and Water Utilities Committee
Operations Report

Board of Trustees Meeting
February 18, 2025

Hauler Overflow

On January 15, 2025, a private septage hauler disposing of waste at the WWTP had a spill due to hauler error of an estimated amount of 30-40 gallons. The hauler did not notify the Utilities Department and it was discovered by operators shortly after the occurrence. Barnes followed the same reporting and cleaning procedure as the previous incident on October 28, 2024, as instructed by the regional DNR representative. The DNR Septage Coordinator then followed up and clarified that these incidents should be classified as a hauler spill, not a sanitary sewer overflow. Barnes has reached out to the regional DNR representative and requested that the October 28, 2024, hauler incident be removed from the Sister Bay WWTP record, so it does not reflect on the WWTPs Compliance Maintenance Annual Report (CMAR). Barnes notified haulers that if any hauler spills occur, it is their responsibility to report the spill to the DNR Spill Hotline and the DNR Septage Coordinator, and to clean-up the spill.

WWTP Camera

Quantum installed a camera to monitor the pretreatment area of the WWTP where haulers are disposing of waste. This equipment will help the operators monitor the haulers as they dispose of waste.

Annual Reports

The 2024 Sludge Characteristic Report, 2024 Land Application Report, and the WHOPRS Tier II reports for the WWTP and Well #2 have been completed and submitted.

2025 WSLH PT Testing

The 2025 Wisconsin State Lab of Hygiene (WSLH) Proficiency Testing results for the WWTP Laboratory Certification for BOD, TSS, Total Phosphorus, Ammonia analysis have been submitted. The 2025 WSLH Proficiency Testing results for the DATCP laboratory certification for bacteriological analysis have also been submitted.

Sludge Hauling

Sister Bay has gained temporary approval to bring sludge to NEW Water in Green Bay for further processing and disposal. One load per week will be delivered. NEW Water is making an effort to accommodate our timeline, but they made it very clear that the approval is temporary, not indefinite.

AGENDA ITEM 9

Committee Reports

To view the various committee reports for February, click below:

<https://storage.googleapis.com/juniper-media-library/57/2025/02/February%20Committee%20Reports.pdf>

AGENDA ITEM 10

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

AGENDA ITEM 11 – Executive Session

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

AGENDA ITEM 12 – Adjourn