VILLAGE BOARD MEETING

TUESDAY, MARCH 25, 2025 – 6:00 PM

Sister Bay Liberty Grove Fire Station – 2258 Mill Road

To access the meeting electronically, click:
https://zoom.us/j/4439901723?pwd=yAVpi40M1OIqgNufcVUE8XWCUSkKaH.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: February 18, 2025
5. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
6. Ordinances & Resolutions
   a) Ord. 2025-002; Ch. 50; Health & Sanitation; Garbage Service
   b) Ord. 2025-003; Ch. 65; Floodplain Zoning; Recreate Ordinance
   c) Ord. 2025-004; Ch. 66; Zoning; B-2 Overlay, B-3 Height, Misc. Amendments
   d) Ord. 2025-005; Ch. 62; Utility Code; Misc. Amendments
   e) Ord. 2025-006; Amending the Intergovernmental Agreement Establishing the Fire Board & Fire Department
   f) Ord. 2025-007; Ch. 23; Fire Department & Fire Board; Membership
   g) Ord. 2025-008; Adopting the 2025 Comprehensive Plan
   h) Res. 2025-002; Establishing an Ad Hoc Village Administration Building Review Task Force/Appointments
   i) Res. 2025-003; Extending the Term for the Ad Hoc Holiday Lighting & Parking Task Forces
   j) Res. 2025-004; Amending the Board & Committee Bylaws
   k) Res. 2025-005; Adopting Financial Policies
   l) Res. 2025-006; Policy for Non-Violent Civil Rights Demonstrations (Required for CDBG Application)
   m) Res. 2025-007; Residential Anti-Displacement & Relocation Assistance Plan (Required for CDBG Application)
   n) Res. 2025-008 & Ord. 2025-009; Fair and Open Housing (Required for CDBG Application)
7. Discussion/Action Items
   a) Accept Bid; Sports Complex Sewer Lateral; Great Lakes Grading & Excavation
   b) Park Vendor/Concession Contracts; Glide N.E.W. LLC & Peninsula Kayak
   c) Terminate Easement; Boathouse Area
   d) Approve Open Book & Board of Review Dates
   e) Committee Appointments; Plan Commission
   f) Monthly Financial Report & Appropriations
8. Committee Reports (see below)
9. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
10. Executive Session
    a) Consider a motion to convene into Executive Session pursuant to Wisconsin Statutes §19.85(1)(g) to confer with legal counsel who either orally or in writing will advise the Village Board on strategy to be adopted with respect to current or likely litigation: Pending litigation to be filed by the Village Administrator.
    b) Motion to Reconvene into Open Session
    c) Motion for Action, if Appropriate
11. 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: February 18, 2025

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Tuesday, February 18, 2025
(Approval Pending)

Agenda Item No. 1. The February 18, 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, Administrative Assistant, Janal Suppanz and Clerk Heidi Teich

Others: Laurel Harff, Allen Duford, Jill Hanley, Kevin Jones, Richard Burress, "J", Rodney & Sharri Hedeen, Deb Fitzgerald, Ron Kane, Mickie Mostardi, Sally Pfeifer, Jill Wiebe, Ellen Roberts, Jon Miller, Mike Laszkiewicz, "Skip", Karen Behrendt, Brigid White, Chad Olsen, Ellie Soderberg-Guger, "iPhone (X)R", JBWirkus, "Sam", "Tom", "13125930842", Paula Anschutz, John McMurray, Terry Wolf, "-"

Agenda Item No. 3. Approval of the Agenda
A motion was made by Howson, seconded by Orozco that the Agenda for the February 18, 2025 meeting of the Village Board of Trustees be approved as amended to move Item No. 7g – reconsideration of a contract for construction drawings for an administration building - ahead of Item No. 6. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes
A motion was made by Orozco, seconded by Howson that the minutes of the January 21, 2025 meeting of the Village Board of Trustees be approved as amended to correct the spelling of Werner's name in one instance and specify the members referred to in Item No. 6a be noted as Finance Committee members. Motion carried – All ayes.

Agenda Item No. 5. Comments, correspondence, and concerns from the public
Multiple items of correspondence were received for this meeting, including:

- The January 2025 Door County Transportation Department Newsletter
- Emails from Diane Barounis, Keith Wiebe and Rodney Hedeen praising those board members who voted against continuing discussions on a new administration building in Sister Bay. Wiebe also suggested that the former Logerquist property be used instead for the construction of a new fire station.
- A letter from the Sister Bay Historical Society thanking the Village Board for their financial support in the amount of $15,000.
- The 3rd quarter Door County Sheriff's Office Incident Report for Sister Bay

President Bell asked if anyone wished to offer any additional comments not related to Agenda Item No. 7g. Ellen Roberts, St. Petersburg, FL, offered comments on the upcoming Zoning Board of Appeals Hearing she will be participating in concerning her property at 10631 Little Sister Road.

Agenda Item No. 7. Discussion/Action Items

g) Reconsider Contract; Administration Building; Construction Drawings; McMahon

Bell explained that because this item, which was addressed and defeated at the prior board meeting, was requested by two trustees for discussion, it was put on the agenda for this meeting. Bhirdo presented the following additional information for consideration by the board:

- the impact of potential tariffs
- the Federal Reserve rate cuts, which may occur in December 2025
- the inflation rate, which reached a seven-month high as of January, 2025
- core inflation has hit a 10-month high by increasing one-half point
- if construction costs on a $3 million project increase by 3%, the additional cost to the village will be $90,000; a 4% increase will cost $120,000; a 5% increase will cost $150,000 and a 6% increase will cost $180,000
- this is the time of year in which contractors are bidding on projects and filling their schedules, the longer the village delays, the harder it will be to get on a schedule or receive competing bids for the project
- postponing the project will cause the village to pay additional fees for winter condition contingencies or change orders

Bhirdo then shared a spreadsheet outlining the projected debt of the village, as seen below:

Based on 2026 / 2027 payments

	Interest Rate	Annual Payment	Allocated Funds
Loan #58 Waterfront Sports Complex	2.5 % until 4/1/27	$1,147,000.00	624,000.00 General Fund 54%
Johnson waterfront property	3 % after 4/1/27		182,000.00 Marina Fund 16%
			341,000.00 TID #1 30%
Loan # 65 Broadband	4.10%	$260,000.00	
Loan # 67 Parks Maintenance Building	5%	$295,000.00	
Loan #69 Administration Building	anticipating 5 %	$600,000.00	
$215,000.00 in 2017 and beyond			
Loan #70 Mill Road Triangle	anticipating 5%	$200,000.00	PRAT funds
2 million dollar loan first payment 2027			
	Total Debt	**$2,502,000.00**	

Subtractions		-182,000.00	Marina Fund payments will continue until paid off in 2031
		-341,000.00	TID # 1 payments will continue until paid off in 2031
Moodys upgrade in October of 2023 from A1 to Aa3		-500,000.00	Room Tax
Moodys upgrade in September 2024 from Aa3 to Aa2		-410,000.00	TID # 1 payments will continue until 2031 when Loan # 58 is paid off
			then those dollars can be used for payments
Because of our excellent credit rating the loans taken out in November of 2024 verses what was presented to the board in August of 2024 saved us $750,000 in interest		-335,000.00	PRAT funds will continue for the life of the loan
	Debt Levy	**$734,000.00**	**Actual debt levy in 2025 is $850,000.00**

Bhirdo explained the numbers reflected above are rounded for ease in calculating, but the actual debt levy for payment in 2026/2027 is $734,000, less than the $850,000 levied in 2024/2025. She feels that the board has not been fiscally irresponsible in their planning to address needed facilities due to their purchase of the waterfront properties, as has been the argument presented by the public. Moving forward with both the Mill Road Triangle and Administration Building projects now will not affect the debt levy.

Bell noted that he spoke with Fire Chief Hecht and learned that there has been no formal conversation with the fire department about what they might need at the former Logerquist property, knowing that there is the potential to put a station there at some point. He does not believe it is the right time to build an administration building, and feels the issue is more about gaining public trust than talking costs and interest rates. He is of the opinion that they should plan for what they really need at the former Logerquist property and sell the remaining property.

Bell then opened the meeting to public input and comments were shared by the following:

Richard Burress – 2340 Maple Dr - began by stating that he believes the village needs an administration building, but not on the former Logerquist property. He agreed with Bell that there is an air of suspicion in the village, but not necessarily regarding taxes. Burress noted that there are 14 different sites in the village to consider for the location of the administration building and suggested that a committee be formed to make a recommendation to the board with a proposed location. He believes the former Logerquist property should be sold.

Paula Anschutz – 1453 Appleport Rd - spoke in agreement with Burress. She felt that without an overall plan for the former Logerquist property, it is not the right place for an administration building.

Mike Laszkiewicz – 10873 N Bay Shore Dr – also spoke in agreement with Burress and stated the need to be more creative in finding efficient ways to create admin space. Laszkiewicz noted that there have been

two substantial increases in property taxes recently and operating expenses are up, particularly at the wastewater treatment facility. While the wastewater plant is not funded by tax payments, it is the same group of taxpayers facing those costs. He believes it was smart of the board to pull back on this project until they weigh the impacts of the 2025 taxes.

Janal Suppanz – Village Administrative Assistant - read a prepared statement echoing her comments from a prior board meeting in which she outlined the numerous deficiencies of the existing administration building and expressed her disappointment that the building is again being delayed, as has been the case time and time again during her employment in Sister Bay.

Rodney Hedeen – Tavernier, FL – shared that he understands the need for a new building, but the reality is that there is a lot of debt. The expenses in Sister Bay are way beyond those of other villages and the Town of Liberty Grove, adding that Sister Bay is now 299% of the mill rate of Liberty Grove.

Mickie Mostardi – 10867 N Bay Shore Dr – also agreed that a new administration building is needed. However, the past purchase of the waterfront properties over their real value has created this large debt today. In addition, the purchase of the former Logerquist property came out of nowhere and the public was not informed. She recalled a conversation with Fire Chief Hecht in which he spoke of the need for a new fire department, but not in the immediate future. She went on to state that she witnessed several instances in which plans had been created and money spent on village projects that never were realized. She voiced the need for the village to plan and prioritize the use of the existing facilities that won't incur extraordinarily high debt.

Heidi Teich – Village Clerk – concurred with Suppanz's statement and noted that it appears there is no one here tonight to convince that a building is needed. However, she was disappointed that after over a year of planning, the project stops here. This is more disheartening given the fact that little to no maintenance has been done on the existing building in anticipation of a new facility being built.

Brigid White – 10774 N Bay Shore Dr – agreed with the suggestion by other village residents that time be taken to form a committee and explore other options for the location of an administrations building. If, after a few months, the committee finds no viable option then they could vote to move forward with the Stantec plan.

Trustee Bhirdo voiced her continuing support of the village's past purchase of the waterfront property to benefit the public with the full knowledge that they would suffer the financial consequences of that action. Baird was hired in 2017 to develop a long-term financial plan for the village, and over the past eight years they have worked diligently to pay down their debt to increase their borrowing capacity from $5 million at the time of the waterfront purchase, to $30 million today. The village is in a position where it can borrow for both the Mill Road Triangle project and the administration building, and Bhirdo is disheartened that there are many who feel the village debt is too high to accomplish these long-planned for projects.

Trustee Howson feels that one of the reasons they are debating this issue is that there are differing opinions on how much debt the village should carry. She agrees with White that they fast-track a study on existing facilities for the administration building.

Trustee Werner concurred with the idea of taking more time to consider the location of the administration building as she believed that was the original intent of the use of the former Wiltse property. She also

asked the board to consider the expense of a new fire truck and emergency services radios at the County level if grant funding falls through.

Trustee Champeau stated that she asked for this reconsideration tonight because it will cost the village more money to delay the project, and the taxpayers will be further burdened in the future.

Trustee Orozco shared that she has been on the Parks, Property & Streets Committee that has been working on the administration building for the past couple of years, and that it is okay to stop and rethink their priorities.

Trustee Harff stated the administration building should be a priority, and it does not benefit them to reconstruct other spaces which could incur greater costs. It would serve staff best to have one space that allows them to work efficiently in one location, such as with elections administration.

Bell called for a motion to reconsider, and hearing none, closed the conversation on the administration building.

Agenda Item No. 6. Ordinances & Resolutions

a) Ord. 2025-001; Ch. 58; Parking Amendments

A recommendation was forwarded by the Parks, Property & Streets Committee, with input from the Marina Committee, to eliminate the long-term boat trailer storage area off Autumn Court and redesignate all marina parking to the lots along Scandia Road. Other miscellaneous amendments were made to Chapter 58 of the Municipal Code, as noted in the draft presented in the meeting packet.

A motion was made by Orozco, seconded by Howson to approve Ordinance 2025-001 which amends Sections 58.0601 and 58.0603 of the Village of Sister Bay Municipal Code as presented. Motion carried – all ayes.

b) Introduce Ord. 2025-002; Ch. 50; Health and Sanitation; Garbage Amendments

Schmelzer explained that there have been questions on the village's short-term rental (STR) ordinance pertaining to the requirement for door-to-door garbage removal. STR owners who only rent seasonally have asked to only pay seasonally for garbage service. This would require the contractor to continually update their service logs and scheduled routes when activating and deactivating various STR properties throughout the year. This would also leave the village unable to verify that the garbage service was active during the time any property rentals occur. Schmelzer has consulted with representatives of Going Garbage, and they would favor an annual contract to ease the burden on their drivers.

Werner spoke in favor of allowing seasonal service for STR owners, as she is able to do in the Village of Ephraim. She also felt the language of the proposed ordinance is unclear in that the service is a year-round requirement.

Bhirdo clarified that the village is still paying the cost of the garbage service for all residents, whether they utilize it weekly or not. Schmelzer added that the STR owners pay an additional fee of approximately $35/month to have the contractor walk up to the residence and collect the trash from the dwelling rather than the curb. This also eliminates the concern of cans being brought to the curb and left for days beyond the scheduled pick-up day, which results in many complaints calls to the village office.

Howson asked if this concern was only for the single-family homes in the village being operated as short-term rentals. Schmelzer replied affirmatively and added that she is still working with the contractor to ensure that those in multi-family dwellings have no issues.

A motion was made by Bhirdo, seconded by Harff to advance Ordinance 2025-002 to next month's board meeting for adoption. Motion carried 4-2, with Howson and Werner opposed. Champeau momentarily lost connection and was not present for the vote.

c) Introduce Ord. 2025-005; Ch. 62; Utility Code; Misc. Amendments

A recommendation was forwarded from the Sewer and Water Utility Committee to update several sections throughout Chapter 62 of the municipal code as presented in the draft provided. Barnes noted that the definitions have been updated, references to water meters have been added, as well as language pertaining to enforcement of hauler procedures.

A motion was made by Bell, seconded by Orozco to advance Ordinance 2025-005 to next month's agenda for adoption. Motion carried – all ayes.

Agenda Item No. 7. Discussion/Action Items

a) Development Agreement Amendment; Eagle Mechanical; State Highway 57

The village board previously approved a development agreement with Eagle Mechanical for a contractor and sales facility on State Highway 57. After the agreement was executed, additional changes were proposed to the siding and trim of the building, requiring an amendment to the original development agreement. A proposed amendment was included in the meeting packet.

A motion was made by Bhirdo, seconded by Howson to approve an amendment to the Development Agreement between the Village of Sister Bay and Eagle Mechanical for the contractor and sales facility to be constructed on Sister Bay Parcel 181-00-08312831H as presented. Motion carried – all ayes.

b) Intergovernmental Agreement; Membership; Fire Board

The Sister Bay Liberty Grove Fire Board has recommended a change in the membership of the commission to allow for the appointment of citizen members rather than village trustees. Bell noted that he would not personally recommend appointing a non-trustee, but the option would be available should the board choose to utilize it in the future. If the agreement included in the packet is approved, the board will need to adopt a related change to Chapter 23 of the municipal code which addresses the Fire Department and Fire Board. The Town of Liberty Grove has already approved this request of the Fire Board.

A motion was made by Howson, seconded by Werner to approve the intergovernmental agreement between the Village of Sister Bay and Town of Liberty Grove to allow the appointment of non-trustees to the Sister Bay Liberty Grove Fire Board as requested by the Fire Board as presented. A subsequent ordinance to update Chapter 23 of the Sister Bay Municipal Code reflecting this change will be presented at next month's meeting for adoption. Motion carried – all ayes.

c) Contract; Concession Stand Addition Design Services; McMahon

Schmelzer shared that there was an old agreement with the Sister Bay Bays baseball team that should water and sewer ever be available near the ball fields, an addition to the concession stand to add restrooms would be discussed. A sewer and water project is now planned through the sports complex. A grant was applied for, and awarded, in the amount of $75,000 to help offset costs associated with the construction of restrooms at the ball field.

A motion was made by Werner, seconded by Harff to approve a contract with McMahon Associates, Inc. for various design services for the construction of a restroom addition to the baseball field concession stand at the Sports Complex as presented. Motion carried – all ayes.

d) Contract; WWTP Facilities Study; McMahon

The Utility Committee received multiple responses to a Request for Proposals for facility operations and enhancements at the wastewater treatment plant. Of the responses received, the committee has recommended a contract with McMahon Associates, Inc. to provide the services described in the staff report included in the meeting packet.

Howson asked Barnes about the possibility of a shared facility with neighboring municipalities, particularly for sludge processing. Barnes responded that she has already met with Fish Creek, Egg Harbor and Ephraim on that issue and has plans to meet next with the City of Sturgeon Bay.

Bell asked if the footprint of the current plant would change as a result of this study. Barnes explained that the study requested 3 options for a sludge processing plant, and the committee will carefully review the options proposed to find what works best here.

Howson inquired on the source of population data when pursuing these kinds of project and Chad Olsen from McMahon responded that they do utilize data from the Department of Administration when doing population projections.

A motion was made by Bhirdo, seconded by Champeau to approve a contract with McMahon Associates, Inc. to complete a facilities study of the existing wastewater treatment plant and develop a capital improvement plan as presented. Motion carried – all ayes.

e) TID Information Requested by Board

Information on the Tax Incremental District #1 was included in the meeting packet, specifically the deadlines for possible extension of the TID timeline and sample resolution. Schmelzer explained that should the board wish to pursue an extension, a meeting of the TID Joint Review Board would need to be held. If an extension is approved, it would be for 3 years with a new termination date of 8/21/2031.

Howson shared that she looked for TID maps on the village's website and was unable to locate them. Schmelzer described the boundaries of TID #1 and provided some pros and cons of having these districts, such as the ability of the village to capture the tax increment of that district to help fund infrastructure. Currently, the village does not offer TID incentives to developers as other municipalities might. Bhirdo also noted that when the TID does close, the village will no longer have that worksheet (which delineates the money collected, and for use, in the TID) available for budgeting.

A brief discussion took place on when to consider an extension if the village wished to do so. The final 2024 audit will be completed by June 2025, and the recommendation by Baird was to request an extension in late 2025 or early 2026. Bhirdo suggested the request come in 2025 if possible.

f) Monthly Financial Report and Appropriations

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

A motion was made by Bell, seconded by Orozco to pay the monthly bills in the amount of $2,739,992.18 as presented. Motion carried – all ayes.

h) Draft Letter; 2024 Tax Bills

Trustee Howson prepared a draft letter regarding the 2024 tax bills for review at the Finance Committee. President Bell requested the letter be discussed at the board level, and it was therefore included in the meeting packet. Howson explained that the Finance Committee received a draft press release from Schmelzer to comment on, and she felt that a letter would reach the public better than a press release in the paper.

After discussing the best way to disseminate this information to the public. It was ultimately decided that the letter be added to the village website and placed in the Peninsula Pulse as an advertisement. Werner requested that her contact information not appear in the ad as she is leaving office in April, and it was decided that all contacts should be made to the administration office.

It was the consensus of the board that the wording of the letter in paragraph five be clarified to read "We are committed to improving *communication* and will continue to keep you updated on how these funds are being utilized to benefit the community."

Howson indicated that she would revise the draft and see it gets forwarded to the Finance Committee members for a final review.

Agenda Item No. 8. Staff Reports

Staff Reports from the Public Works Department and Sewer and Water Utility were included in the meeting packet. No comments were shared.

Agenda Item No. 9. Committee Reports

Finance Committee: The Finance Committee has not met. Bhirdo asked if the committee would be available to meet in March and a date will be determined soon.

Fire Board: The Fire Board will next meet on February 27, 2025.

Ad Hoc Green Tier Legacy Community Committee: The Green Tier Legacy Community Committee has a meeting scheduled for February 19, 2025.

Historical Society: Minutes were not provided. Champeau reported that a $5000 donation came in for the Shadow, Henry Isaksen has been hired to draw plans for the boathouse museum, and they are looking to hire an administrator for the museum.

Housing Committee: Minutes of the January 7, 2025 Housing Committee and notes from the December 3, 2024 meeting were included in the packet.

Library Commission: Minutes of the January 13, 2025 meeting of the Library Commission were submitted. No additional comments were shared.

Marina Committee: The Marina Committee met on January 8, 2025, and minutes of that meeting were included in the packet. Werner stated that another meeting will take place on February 19, 2025.

Parking Committee: The Parking Committee has not yet met.

Parks, Property & Streets Committee: Minutes of the February 3, 2025 meeting of the Parks, Property & Streets Committee were included in the meeting packet. Bhirdo asked if the committee discussed the request from the Public Works Department to hold off on any hiring right now and what might happen if another full-time employee left. This has yet to be discussed.

Personnel Committee: Minutes from the February 5, 2025 meeting of the Personnel Committee were provided in the packet. Minutes of the February 12, 2025 Special Meeting were not available. Howson reported that they continue to work on committee bylaws and the Personnel Handbook.

Plan Commission: Minutes of the January 28, 2025 meeting of the Plan Commission were included in the meeting packet. No comments were shared.

SBAA: No minutes were provided. Orozco reported that the board has two new members, the budget for 2025 was approved, and she provided an update on the 2025 brochure.

Tourism Zone Commission: No minutes were provided. Howson reported that the next meeting is February 20, 2025.

Sewer and Water Utility Committee: Minutes of the February 11, 2025 meeting of the Sewer and Water Utility were included in the meeting packet. No additional comments were shared.

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

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

Agenda Item No. 10. Matters to be placed on a future agenda or referred to a committee, official or employee

Bell asked anyone interested in joining a committee to explore a location for an administration building to send him an email, and the following people indicated interest this evening: Dick Burress, Jill Wiebe, Mike Laszkiewicz, and Lilly Orozco.

It was the consensus of the committee that the following items be included on the board meeting agenda for March:

- Creation of a committee to explore locations for an administration building
- Passage of an Ordinance amending Chapter 50; Health and Sanitation
- Passage of an Ordinance amending Chapter 62; Utility Code
- Passage of an Ordinance amending Chapter 23; Fire Department and Fire Board

The next meeting of the Village Board of Trustees will take place on Tuesday, March 25, 2025 at 6:00 P.M. The Plan Commission meeting regularly scheduled for that night will now take place on March 18, 2025 at 5:30 P.M. Champeau noted that she will not be available to attend the rescheduled Plan Commission meeting, and Werner noted she is not available for the board meeting. Bell thanked Werner for her service on the board, as this was then her last board meeting.

Agenda Item No. 11. Executive Session

a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(b) to consider dismissal, demotion, licensing or discipline of any public employee or the investigation of charges against such person, and the taking of formal action on any such matter; provided that the public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to the final action being taken and of any meeting at which final action may be taken. Affected employee: Village Administrator.

At 8:15 P.M., a motion was made by Bell seconded by Champeau to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(b) to consider dismissal, demotion, licensing or discipline of any public employee or the investigation of charges against such person, and the taking of formal action on any such matter; provided that the public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to the final action being taken and of any meeting at which final action may be taken. Affected employee: Village Administrator.

A roll call vote was taken on the motion, and the members voted in the following fashion:

Bhirdo – aye; Champeau – aye; Harff – aye; Howson – aye; Orozco – aye; Werner – aye; Bell – aye

Motion carried.

b) Motion to reconvene into Open Session

At 10:54 P.M. a motion was made Bell, Orozco to reconvene into open session. Again, a roll call vote was taken and the members voted in the following fashion:

Bhirdo – aye; Harff – aye; Howson – aye; Orozco – aye; Werner – aye; Bell – aye

Motion carried.

c) Motion for Action, if Appropriate

No motion was made as a result of the closed session.

Agenda Item No. 12 Adjourn

At 10:55 P.M. a motion was made by Orozco, seconded by Werner to adjourn the February 18, 2025 meeting of the Village Board of Trustees. Motion carried – all ayes.

Respectfully submitted,

Heidi Teich

Heidi Teich,
Village Clerk

AGENDA ITEM 5

Comments, Correspondence and Concerns
from the Public

GODFREY & KAHN S.C.

200 SOUTH WASHINGTON STREET, SUITE 100
GREEN BAY, WISCONSIN 54301-4298
TEL · 920.432.9300 FAX · 920.436.7988
www · GKLAW.COM

March 5, 2025

VIA EMAIL: heidi.teich@sisterbaywi.gov
Village of Sister Bay, Board of Trustees
c/o Clerk, Village of Sister Bay
2383 Maple Drive
P.O. Box 769
Sister Bay, WI 54234

RE: Village of Sister Bay, Comprehensive Plan;
Hull Trust Properties and Potential Development

Ladies and Gentlemen:

Godfrey & Kahn, S.C. represents Ms. Barbara Hull, together with her affiliated trusts, which collectively own and control approximately seven (7) parcels of land comprising approximately 76 acres of developable land within the Village's jurisdictional boundaries (the "Subject Property"). Reference is made to the Village of Sister Bay's pending updating and revision to its required Comprehensive Plan for development within the Village's restriction. Our understanding is that the public comment period attendant to the Village's Comprehensive Planning process concludes on March 6, 2025, and this letter is offered in that context.

Notwithstanding that the Subject Property is the single largest tract of land capable of being developed within the Village, Ms. Hull is very disappointed that the Village has never met (or otherwise communicated in any fashion) with Ms. Hull regarding the Subject Property or its potential development. Moreover, we specifically invited discussions in this regard following the Village's proposal to acquire (for no consideration) an easement across the center of her property. I personally extended an invitation to do so to Village administration, to no avail.

Recently, similar proposals to cross the Subject Property with a trail network (bicycles, pedestrians, etc.) have been suggested. Again, the Village has not undertaken any meaningful effort to discuss these planning initiatives with Ms. Hull.

In each case, whether an extension of Canterbury Lane to Woodcrest Road, or criss-crossing the Subject Parcel with recreational trails, the Subject Property remains entirely private property; and the owner presently does not intend to reduce the value of the Subject Property by dedicating public rights of way without a careful, well thought out engineering and development plan. No such plan yet exists.

Ms. Hull contemplates selling the Subject Property. She does not presume to know the nature of any developer's site planning for development of the Subject Property – nor should the Village. Significant questions regarding public safety, traffic congestion, environmental

preservation, economically viable/financeable projects, affordable local housing concerns, and a host of related issues have never been methodically evaluated with Ms. Hull at the table and her goals and objectives squarely in the frame of reference.

The Village's persistent failure to meaningfully engage with Ms. Hull, and its public discussions of what the Village wants to do with Ms. Hull's land is counterproductive. We again invite a candid discussion regarding the Subject Property between the Village's leadership and Ms Hull. Ms. Hull remains committed to development in this part of the Village.

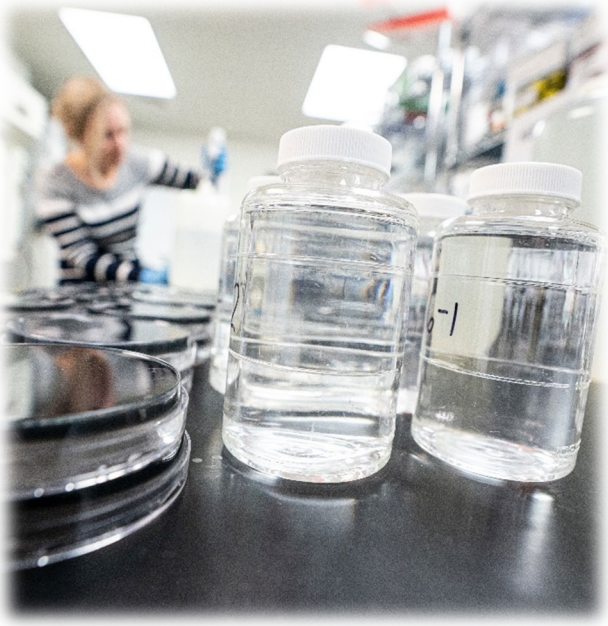
Thank you in advance for your cooperation with this request. If you have any questions regarding this request, please direct them to my attention at your convenience.

Very truly yours,

GODFREY & KAHN, S.C.



Timothy J. McCoy



UNIVERSITY OF WISCONSIN OSHKOSH

Spring 2025 DOOR COUNTY PRIVATE WELL MONITORING PROGRAM

TESTING PARAMETERS

- Total coliforms/*E. coli* (quantification)
- Nitrate (Nitrate + nitrite as N)

Cost is only $30*

**Discounted rate for the first 300 registrants; $45 for those registering after the first 300 registrants.*

Optional arsenic, pH, alkalinity, hardness and iron tests available at an additional cost of $25

ABOUT THE PROGRAM

The University of WI Oshkosh has been offering discounted well water quality testing through this program since 2019. The goal of this program is to provide education about the importance of testing your well water as well as build a database of groundwater quality data in Door County.

HOW IT WORKS

- RSVP using the link or QR code below by March 28th
- Receive sampling kit in mail
- Attend a virtual forum to learn how to sample
- Return your kit April 11th & 12th at designated drop-off locations
- Receive your results & countywide summary of study

Registration accepted through March 28th

RSVP online at uwo.sh/doorco-wells-spring25 or using the QR code

**Prepayment using a credit card is accepted when you RSVP online, otherwise mailed checks are accepted made out to UW Oshkosh. Note that sampling kits will not be mailed out until payment is received.*

Sample drop-off is April 11th & 12th – mark your calendars!

For more information, contact Jackie Behrens at eric@uwosh.edu or (920) 424-3148

AGENDA ITEM 6a

Ordinance 2025-002; Ch. 50; Health & Sanitation;
Garbage Service

ORDINANCE NO. 2025-002

Amending Chapter 50 – Health and Sanitation

WHEREAS, Chapter 18 of the Village of Sister Bay Municipal Code, Article IV, requires certain short-term rental operators to subscribe for refuse and recycling services whereby the refuse and recycling is picked up at the actual rental unit, and not at the curb; and,

WHEREAS, Chapter 18, Article IV, refers the short -term rental operator to Chapter 50 of the Municipal Code for the complete set of regulations as they pertain to garbage and recycling, and those rules are vague as to the terms of the required service; and,

WHEREAS, at a meeting of the Village Board on February 18, 2025, the Board recommended an ordinance be brought forward clarifying the required service for short-term rental properties is required throughout the whole year, not just when a property is rented.

NOW, THEREFORE, at the March 25, 2025, meeting of the Village of Sister Bay Board of Trustees, the Village Board does hereby amend Chapter 50, *Health and Sanitation*, Village of Sister Bay Municipal Code, to clarify the terms for refuse and recycling services for certain short-term rentals.

Section 1 – Adoption of Amendments.
Amend Section 50.43, *Solid Waste Collection and Disposal Services*, as follows (additions in red, deletions in red strikethrough):

(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.

Section 2 – Availability for Public Inspection.
A copy of this Ordinance shall be permanently on file and open to public inspection in the Office of the Village Clerk after its enactment and for a period of not less than two (2) weeks before its enactment.

Section 3 – Ordinances in Conflict.
All other Ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date.
This Ordinance shall take effect and be in full force from and after its passage and publication according to law.

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 the ordinance shall not be affected thereby.

Village of Sister Bay

By: _____
Nate Bell, President

ATTEST:

_____
Heidi Teich, Village Clerk

Ayes _____ Nays _____

Filed/Posted: _____
Village Administration Office, 2383 Maple Dr.
Sister Bay Post Office, 10685 N Bay Shore Dr.
Sister Bay Liberty Grove Library, 2323 Mill Rd.
Effective Date: March 26, 2025

AGENDA ITEM 6b

Ordinance 2025-003; Ch. 65; Floodplain Zoning;
Recreate Ordinance

ORDINANCE NO. 2025-003

AN ORDINANCE RECREATING CHAPTER 65 OF THE MUNICIPAL CODE ADOPTING A FLOODPLAIN ZONING ORDINANCE

WHEREAS, the Federal Emergency Management Agency (FEMA) updated the Flood Insurance Rate Maps (FIRMs) and Flood Insurance Study (FIS) for Door County, said maps and study of which revealed floodplains within the Village of Sister Bay boundaries; and,

WHEREAS, according to Section NR116.05(1) of the Wisconsin Administrative Code a community with mapped floodplains is required to have a Floodplain Zoning Ordinance, and, if the community does not have such an Ordinance, it is required to pass and adopt such a document within six months of receiving notice that new floodplain study data is available; and,

WHEREAS, the Village of Sister Bay adopted a Floodplain Zoning Ordinance in 2024 but due to errors in the template used, the ordinance was not approved by the Wisconsin Department of Natural Resources and the Village was told they had to adopt a new ordinance. On February 25, 2025, the Plan Commission held a public hearing on a redrafted Floodplain Zoning Ordinance and recommended that the Village Board for the Village of Sister Bay rescind Ordinance No. 2024-014, which amended the Municipal Code to create Chapter 65, *Floodplain Zoning*, and replace that ordinance with a new Floodplain Zoning Ordinance.

NOW, THEREFORE, the Village Board of the Village of Sister Bay does hereby rescind Ordinance 2024-014, and, hereby amends the Municipal Code to recreate Chapter 65, to be known as the *Floodplain Zoning Ordinance*, including the Flood Insurance Rate Maps for Sister Bay, and subsequent amendments thereto. Furthermore, enforcement of Chapter 65 shall lie with staff designated to enforce Chapter 66*, Zoning*.

SECTION 1. Adoption of Code Amendments. The following, in red font, shall constitute Chapter 65, *Floodplain Zoning Ordinance*.

Floodplain Zoning Ordinance

Chapter 65 of the Municipal Code for the Village of Sister Bay, Wisconsin

Created: Ord. No. 2025-003 dated March 25, 2025
Effective Date: April 1, 2025
Date of Publication and Posting of Notice of Enacted Ordinance: _____
Dates of Publication: February 7, 2025 & February 14, 2025
Date of Public Hearing: February 25, 2025

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CHAPTER 65 – FLOODPLAIN ZONING

SECTION 100

STATUTORY AUTHORIZATION, FINDINGS OF FACT, STATEMENT OF PURPOSE, TITLE AND GENERAL PROVISIONS

Sec. 65.0101 Statutory Authorization

This ordinance is adopted pursuant to the authorization in Wis. Stats., Sec. 61.35 and Sec. 62.23 and the requirements in Wis. Stats., Sec. 87.30.

Sec. 65.0102 Findings of Fact

Uncontrolled development and use of the floodplains and rivers of this municipality would impair the public health, safety, convenience, general welfare, and tax base.

Sec. 65.0103 Statement of Purpose

This ordinance is intended to regulate floodplain development to:

(1) Protect life, health and property;
(2) Minimize expenditures of public funds for flood control projects;
(3) Minimize rescue and relief efforts undertaken at the expense of the taxpayers;
(4) Minimize business interruptions and other economic disruptions;
(5) Minimize damage to public facilities in the floodplain;
(6) Minimize the occurrence of future flood blight areas in the floodplain;
(7) Discourage the victimization of unwary land and homebuyers;
(8) Prevent increases in flood heights that could increase flood damage and result in conflicts between property owners; and,
(9) Discourage development in a floodplain if there is any practicable alternative to locate the activity, use or structure outside of the floodplain.

Sec. 65.0104 Title

This ordinance shall be known as the Floodplain Zoning Ordinance for Sister Bay, Wisconsin.

Sec. 65.0105 General Provisions

(1) Areas Regulated.
This ordinance regulates all areas of special flood hazard identified as Zones A, AO, AH, A1-30, AE, VE, V1-30, or V on the Flood Insurance Rate Map. Additional areas identified on maps approved by the Department of Natural Resources (DNR) and local community may also be regulated under the provisions of this ordinance, where applicable.

(2) Official Maps & Revisions
Special Flood Hazard Areas (SFHA) are designated as Zones A, A1-30, AE, AH, AO, VE, V1-30, or V on the Flood Insurance Rate Maps (FIRMs) based on flood hazard analyses summarized in the Flood Insurance Study (FIS) listed in (a) below. Additional flood hazard areas subject to regulation under this ordinance are identified on maps based on studies approved by the DNR and listed in (b) below. These maps and revisions are on file in the office of the Village Clerk.

(a) Official Maps: Based on the Flood Insurance Study (FIS):
1. Flood Insurance Rate Map (FIRM), panel numbers 55029C0184D, 55029C0192D, and 55029C0203D, dated May 8, 2024.
2. Flood Insurance Rate Map (FIRM), panel number 55029C0211C, dated March 2, 2009.
3. Flood Insurance Study (FIS) for Door County, Volume 55029CV000B, dated May 8, 2024. (Approved by the DNR and FEMA)

(3) Establishment of Floodplain Zoning Districts

The flood hazard areas regulated by this ordinance are divided into districts as follows:

(a) The Floodway District (FW), is the channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional floodwaters, within AE Zones as shown on the FIRM, or within A Zones shown on the FIRM when determined according to Sec. 65.0105(5).

(b) The Floodfringe District (FF) is that portion of a riverine special flood hazard area outside the floodway within AE Zones on the FIRM, or, when floodway limits have been determined according to Sec. 65.105(5), within A Zones shown on the FIRM.

(c) The General Floodplain District (GFP) is those riverine areas that may be covered by floodwater during the regional flood in which a floodway boundary has not been delineated on the FIRM and also includes shallow flooding areas identified as AH and AO zones on the FIRM.

(d) The Coastal Floodplain District (CFP) is an area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast, and any other area subject to high velocity wave action from storms, including areas identified as Zone V, V1-30, or VE on the FIRM. Where a riverine AE floodway extends into the CFP District, development within the floodway must comply with the regulations for both the FW and CFP Districts. Where a riverine A Zone or AE Zone with no floodway determination abuts the CFP District, the riverine study's floodway limit must be determined based on standard floodway expansion principles within the CFP District, and development within the floodway must comply with the standards for both the FW and CFP Districts.

(4) Locating Floodplain Boundaries

Discrepancies between the exterior boundaries of Zones A1-30, AE, AH, or A on the official floodplain zoning map and actual field conditions may be resolved using the criteria in (a) or (b) below. If a significant difference exists, the map shall be amended according to Sec. 800 - Amendments. The Zoning Administrator can rely on a boundary derived from a profile elevation to grant or deny a land use (zoning) permit, whether or not a map amendment is required. The Zoning Administrator shall be responsible for documenting actual pre-development field conditions and the basis upon which the district boundary was determined. Disputes between the Zoning Administrator and an applicant over the district boundary line shall be settled according to Sec. 0703(3) and the criteria in (a) and (b) below. Where the flood profiles are based on established base flood elevations from a FIRM, FEMA must approve any map amendment or revision pursuant to Sec. 65.0800 - Amendments.

(a) If flood profiles exist, the map scale and the profile elevations shall determine the district boundary. The regional or base flood elevations shall govern if there are any discrepancies.

(b) Where flood profiles do not exist for projects, including any boundary of zone A, AO, V1-30, VE, or V, the location of the boundary shall be determined by the map scale.

(5) Removal of Lands From Floodplain

(a) Compliance with the provisions of this ordinance shall not be grounds for removing land from the floodplain unless it is filled at least two feet above the regional or base flood elevation, the fill is contiguous to land outside the floodplain, and the map is amended pursuant to Sec. 800 - Amendments.

(b) The delineation of any of the Floodplain Districts may be revised by the Village where natural or man-made changes have occurred and/or where more detailed studies have been conducted. However, prior to any such change, approval must be obtained from the Wisconsin Department of Natural Resources and Federal Emergency Management Agency. A completed Letter of Map Revision is a record of this approval. The floodplain administrator shall not sign a community acknowledgement form unless all criteria set forth in the following paragraphs are met:

1. The land and/or land around the structure must be filled at least two feet above the regional or base flood elevation;
2. The fill must be contiguous to land outside the floodplain and the applicant shall obtain a floodplain development permit before applying for a LOMR or LOMR-F;

(c) Removal of lands from the floodplain may also occur by operation of Wis. Stats., Sec. 87.30(1)(e), if a property owner has obtained a letter of map amendment from the federal emergency management agency under 44 C.F.R. 70.

(6) Compliance

(a) No structure or use within areas regulated by this ordinance shall hereafter be located, erected, constructed, reconstructed, repaired, extended, converted, enlarged, or altered without full compliance with the terms of these regulations and all other applicable regulations that apply to uses within the jurisdiction of these regulations.

(b) Failure to obtain a floodplain development permit shall be a violation of these regulations and shall be punishable in accordance with Sec. 900.

(c) Floodplain development permits issued on the basis of plans and applications approved by the Floodplain Administrator authorize only the use, and arrangement, set forth in such approved plans and applications, or amendments thereto if approved by the Floodplain Administrator. Use, arrangement, or construction contrary to that authorized shall be deemed a violation of these regulations and is punishable in accordance with Sec. 900.

(7) Municipalities and State Agencies Regulated

Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this ordinance and obtain all necessary permits. State agencies are required to comply if Wis. Stats., Sec. 13.48(13) applies. The construction, reconstruction, maintenance and repair of state highways and bridges by the Wisconsin Department of Transportation is exempt when Wis. Stats., Sec. 30.2022 applies. Although exempt from a local zoning permit and permit fees, the DOT must provide sufficient project documentation and analysis to ensure that the community is in compliance with Federal, State, and local floodplain standards. If a local transportation project is located within a Zone A floodplain and is not a WisDOT project under Wis. Stats., Sec. 30.2022, then the road project design documents (including appropriate detailed plans and profiles) may be sufficient to meet the requirements for issuance of a local floodplain permit if the following apply: The applicant provides documentation to the Floodplain Administrator that the proposed project is a culvert replacement or bridge replacement under 20’ span at the same location, the project is exempt from a DNR permit under Wis. Stats., Sec. 30.123(6)(d), the capacity is not decreased, the top road grade is not raised, and no floodway data is available from a federal, state, or other source. If floodway data is available

in the impacted area from a federal, state, or other source that existing data must be utilized by the applicant in the analysis of the project site.

(8) Abrogation and Greater Restrictions

(a) This ordinance supersedes all the provisions of any municipal zoning ordinance enacted under Wis. Stats., Sec. 61.35 or Wis. Stats., Sec. 87.30, which relate to floodplains. A more restrictive ordinance shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.

(b) This ordinance is not intended to repeal, abrogate, or impair any existing deed restrictions, covenants, or easements. If this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail.

(9) Interpretation

In their interpretation and application, the provisions of this ordinance are the minimum requirements liberally construed in favor of the governing body and are not a limitation on or repeal of any other powers granted by the Wisconsin Statutes. If a provision of this ordinance, required by Wis. Adm. Code Chapter NR 116 is unclear, the provision shall be interpreted in light of the standards in effect on the date of the adoption of this ordinance or in effect on the date of the most recent text amendment to this ordinance.

(10) Warning and Disclaimer of Liability

The flood protection standards in this ordinance are based on engineering experience and research. Larger floods may occur, or the flood height may be increased by man-made or natural causes. This ordinance does not imply or guarantee that non-floodplain areas or permitted floodplain uses will be free from flooding and flood damages. This ordinance does not create liability on the part of, or a cause of action against, the municipality or any officer or employee thereof for any flood damage that may result from reliance on this ordinance.

(11) Severability

Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.

(12) Annexed Areas For Cities and Villages

The Door County floodplain zoning provisions in effect on the date of annexation shall remain in effect and shall be enforced by the Village for all annexed areas until the Village adopts and enforces an ordinance which meets the requirements of Wis. Adm. Code Chapter NR 116, and 44 CFR 59-72, National Flood Insurance Program (NFIP). These annexed lands are described on the Village's official Zoning Map. County floodplain zoning provisions are incorporated by reference for the purpose of administering this section and are on file in the office of the Village Zoning Administrator. All plats or maps of annexation shall show the regional flood elevation and the floodway location.

SECTION 200

GENERAL STANDARDS APPLICABLE TO ALL FLOODPLAIN DISTRICTS

Sec. 65.0201 Permit Application Review

The Zoning Administrator shall review all permit applications to determine whether proposed building sites will be reasonably safe from flooding and assure that all necessary permits have been received from those governmental agencies whose approval is required by federal or state law.

(1) If a proposed building site is in a flood-prone area, all new construction and substantial improvements shall:

(a) Be designed and anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
(b) Be constructed with flood-resistant materials;
(c) Be constructed by methods and practices that minimize flood damages; and,
(d) Mechanical and utility equipment must be elevated to or above the flood protection elevation.

(2) If a subdivision or other proposed new development is in a flood-prone area, the Village shall assure that:

(a) Such proposed subdivision or other proposed new development is consistent with the need to minimize flood damage within the flood-prone area;
(b) Public utilities and facilities such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and,
(c) Adequate drainage is provided to reduce exposure to flood hazards.

(3) All subdivision proposals (including manufactured home parks) shall include regional flood elevation and floodway data for any development that meets the subdivision definition of this ordinance and all other requirements in Sec. 65.0701(2).

Sec. 65.0202 Hydraulic and Hydrologic Analyses

(1) No floodplain development shall:

(a) Obstruct flow, defined as development which blocks the conveyance of floodwaters by itself or with other development, causing any increase in the regional flood height; or,
(b) Cause any increase in the regional flood height due to floodplain storage area lost.

(2) The Zoning Administrator shall deny permits if it is determined the proposed development will obstruct flow or cause any increase in the regional flood height, based on the officially adopted FIRM or other adopted map, unless the provisions of Section 800 – Amendments, are met.

Sec. 65.0203 Watercourse Alterations

(1) No land use (zoning) permit to alter or relocate a watercourse in a mapped floodplain shall be issued until the Zoning Administrator has notified in writing all adjacent municipalities, the Department and FEMA regional offices, and has required the applicant to secure all necessary state and federal permits. The standards of Sec. 65.0202 must also be met and the flood carrying capacity of any altered or relocated watercourse shall be maintained.

(2) As soon as is practicable, but not later than six months after the date of the watercourse alteration or relocation and pursuant to Sec. 800 –Amendments, the Village shall apply for a Letter of Map Revision (LOMR) from FEMA. Any such alterations must be reviewed and approved by FEMA and the DNR through the LOMC process.

Sec. 65.0204 Chapters 30 and 31 of the Wisconsin Statutes - Development

(1) Development which requires a permit from the Department under Wis. Stats., Chapters 30 and 31, such as docks, piers, wharves, bridges, culverts, dams, and navigational aids, may be allowed if the necessary permits are obtained and amendments to the Floodplain Zoning Ordinance are made according to Sec. 800 - Amendments.

Sec. 65.0205 Public and Private Campgrounds
Public and private campgrounds are currently prohibited in the Village of Sister Bay.

SECTION 300
FLOODWAY DISTRICT (FW)

Sec. 65.0301 Applicability
(1) This section applies to all floodway areas on the floodplain zoning maps and those identified pursuant to Sec. 65.0501(5).

Sec. 65.0302 Permitted Uses
(1) The following green space uses are allowed in the Floodway District and the floodway areas of the General Floodplain District, if:

- They are not prohibited by any other ordinance;
- They meet the standards in Sec. 65.0303 and Sec. 65.0304; and,
- All permits or certificates have been issued according to Sec. 65.0701.

1. Agricultural uses, such as: farming, outdoor plant nurseries, horticulture, viticulture, and wild crop harvesting.
2. Non-structural industrial and commercial uses, such as loading areas, parking areas and airport landing strips.
3. Non-structural recreational uses, such as golf courses, tennis courts, archery ranges, picnic grounds, boat ramps, swimming areas, parks, wildlife and nature preserves, game farms, fish hatcheries, shooting, trap, and skeet activities, hunting and fishing areas and hiking and horseback riding trails, subject to the fill limitations of Sec. 65.0303(4).
4. Uses or structures accessory to green space uses or classified as historic structures that comply with Sec. 65.0303 and Sec. 65.0304.
5. Extraction of sand, gravel or other materials that comply with Sec. 65.0303(4).
6. Functionally water-dependent uses, such as docks, piers or wharves, dams, flowage areas, culverts, navigational aids and river crossings of transmission lines, and pipelines that comply with Wis. Stats., Chapters 30 and 31.
7. Public utilities, streets and bridges that comply with Sec. 65.0303(3).
8. Portable latrines that are removed prior to flooding and systems associated with recreational areas and Department-approved campgrounds that meet the applicable provisions of local ordinances and Wis. Adm. Code Chapter SPS 383.
9. Public or private wells used to obtain potable water for recreational areas that meet the requirements of local ordinances and Wis. Adm. Code Chapters NR 811 and NR 812.
10. Wastewater treatment ponds or facilities permitted under Wis. Adm. Code Sec. NR 110.15(3)(b).
11. Sanitary sewer or water supply lines to service existing or proposed development located outside the floodway that complies with the regulations for the floodplain area occupied.

Sec. 65.0303 Standards for Development in the Floodway
(1) General:
(a) Any development in the floodway shall comply with Sec. 200 and have a low flood damage

potential.

(b) Applicants shall provide an analysis calculating the effects of this proposal on the regional flood height to determine the effects of the proposal according to Sec. 65.0202 and Sec. 65. 0701(2)(c). The analysis must be completed by a registered professional engineer in the state of Wisconsin.

(c) Any encroachment in the regulatory floodway is prohibited unless the data submitted for Sec. 65.0303(1)(b) above demonstrates that the encroachment will cause no increase in flood elevations in flood events up to the base flood at any location or removes the encroached area from the regulatory floodway as provided in Sec. 65.0105(5).

(2) Structures

Structures accessory to permanent green space uses, including utility and sanitary facilities, or functionally dependent on a waterfront location may be allowed by permit if the structures comply with the following criteria:

(a) Not designed for human habitation, does not have a high flood damage potential and is constructed to minimize flood damage;

(b) Shall either have the lowest floor elevated to or above the flood protection elevation or shall meet all the following standards:

1. Have the lowest floor elevated to or above the regional flood elevation and be dry floodproofed so that the structure is watertight with walls substantially impermeable to the passage of water and completely dry to the flood protection elevation without human intervention during flooding;
2. Have structural components capable of meeting all provisions of Sec. 65.0303(2)(g) and;
3. Be certified by a registered professional engineer or architect, through the use of a Federal Emergency Management Agency Floodproofing Certificate, that the design and methods of construction are in accordance with Sec. 65.0303(2)(g).

(c) Must be anchored to resist flotation, collapse, and lateral movement;

(d) Mechanical and utility equipment must be elevated to or above the flood protection elevation; and,

(e) Must not obstruct flow of flood waters or cause any increase in flood levels during the occurrence of the regional flood.

(f) For a structure designed to allow the automatic entry of floodwaters below the regional flood elevation, the applicant shall submit a plan that meets Secs. 65.0303(2)(a) through 65.0303(2)(e) and meets or exceeds the following standards:

1. The lowest floor must be elevated to or above the regional flood elevation;
2. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
3. The bottom of all openings shall be no higher than one foot above the lowest adjacent grade; openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters, otherwise must remain open.
4. The use must be limited to parking, building access or limited storage.

(g) Certification: Whenever floodproofing measures are required, a registered professional engineer or architect shall certify that the following floodproofing measures will be utilized, where appropriate, and are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the regional flood:

1. Reinforcement of floors and walls to resist rupture, collapse, or lateral movement caused by

water pressures or debris buildup;

2. Construction of wells, water supply systems and waste treatment systems so as to prevent the entrance of flood waters in such systems and must be in accordance with provisions of Sec. 65.0304(4) and Sec. 65.0304(5);
3. Subsurface drainage systems to relieve external pressures on foundation walls and basement floors;
4. Cutoff valves on sewer lines or the elimination of gravity flow basement drains; and,
5. Placement of utilities to or above the flood protection elevation.

(3) Public Utilities, Streets and Bridges

Public utilities, streets and bridges may be allowed by permit, if:

(a) Adequate floodproofing measures are provided to the flood protection elevation; and
(b) Construction meets the development standards of Sec. 65.0202.

(4) Fills or Deposition of Materials

Fills or deposition of materials may be allowed by permit, if:

(a) The requirements of Sec. 65.0201 are met;
(b) No material is deposited in navigable waters unless a permit is issued by the Department pursuant to Wis. Stats., Chapter 30 and a permit pursuant to Sec. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344 has been issued, if applicable, and all other requirements have been met;
(c) The fill or other materials will be protected against erosion by riprap, vegetative cover, sheet piling or bulkheading; and,
(d) The fill is not classified as a solid or hazardous material.

Sec. 65.0304 Prohibited Uses

(1) All uses not listed as permitted uses in Sec. 65.0302 are prohibited, including the following uses:

(a) Habitable structures, structures with high flood damage potential, or those not associated with permanent green-space uses;
(b) Storing materials that are buoyant, flammable, explosive, injurious to property, water quality, or human, animal, plant, fish or other aquatic life;
(c) Uses not in harmony with or detrimental to uses permitted in the adjoining districts;
(d) Any private or public sewage systems, except portable latrines that are removed prior to flooding and systems associated with recreational areas and Department-approved campgrounds that meet the applicable provisions of local ordinances, and Wis. Admin. Code, Chapter SPS 383;
(e) Any public or private wells which are used to obtain potable water, except those for recreational areas that meet the requirements of local ordinances and Wis. Admin. Code, Chapters. NR 811 and NR 812;
(f) Any solid or hazardous waste disposal sites;
(g) Any wastewater treatment ponds or facilities, except those permitted under Wis. Admin. Code, NR 110.15(3)(b), and,
(h) Any sanitary sewer or water supply lines, except those to service existing or proposed development located outside the floodway which complies with the regulations for the floodplain area occupied.

SECTION 400

FLOODFRINGE DISTRICT (FF)

Sec. 65.0401 Applicability

This section applies to all floodfringe areas shown on the floodplain zoning maps and those identified pursuant to Sec. 65.0501(5).

Sec. 65.0402 Permitted Uses

Any structure, land use, or development is allowed in the Floodfringe District if the standards in Sec. 65.0403 are met, the use is not prohibited by this, or any other ordinance or regulation and all permits or certificates specified in Sec. 65.0701 have been issued.

Sec. 65.0403 Standards For Development in the Floodfringe

Sec. 200 shall apply, in addition to the following requirements, according to the use requested. Any existing structure in the floodfringe must meet the requirements of Sec. 600 – Non-conforming Uses;

(1) Residential Uses

Any structure, including a manufactured home, which is to be newly constructed or moved into the floodfringe, shall meet or exceed the following standards. Any existing structure in the floodfringe must meet the requirements of Sec. 600 – Non-Conforming Uses;

(a) All new construction, including placement of manufactured homes, and substantial improvement of residential structures, shall have the lowest floor elevated to or above the flood protection elevation on fill. The fill around the structure shall be one foot or more above the regional flood elevation extending at least 15 feet beyond the limits of the structure. No area may be removed from the floodfringe district unless it can be shown to meet Sec. 65.0105(5).

(b) Notwithstanding Sec. 65.0403(1)(a), a basement or crawlspace floor may be placed at the regional flood elevation if the basement or crawlspace is designed to make all portions of the structure below the flood protection elevation watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. No floor of any kind is allowed below the regional flood elevation;

(c) Contiguous dryland access shall be provided from a structure to land outside of the floodplain, except as provided in (d).

(d) In developments where existing street or sewer line elevations make compliance with (c) impractical, the Village may permit new development and substantial improvements where roads are below the regional flood elevation, if:

1. The Village has written assurance from police, fire and emergency services that rescue, and relief will be provided to the structure(s) by wheeled vehicles during a regional flood event; or,
2. The Village has a DNR-approved emergency evacuation plan that follows acceptable hazard mitigation planning guidelines.

(2) Accessory Structures or Uses

In addition to Sec. 200, new construction and substantial improvements of accessory structures shall be constructed on fill with the lowest floor at or above the regional flood elevation.

(3) Commercial Uses

In addition to Sec. 200, any commercial structure which is erected, altered, or moved into the floodfringe shall meet the requirements of Sec. 65.0403(1). Subject to the requirements of Sec. 65.0403(5), storage yards, surface parking lots and other such uses may be placed at lower elevations

if an adequate warning system exists to protect life and property.

(4) Manufacturing and Industrial Uses

In addition to Sec. 65.0200, any manufacturing or industrial structure which is erected, altered, or moved into the floodfringe shall have the lowest floor elevated to or above the flood protection elevation or meet the floodproofing standards in Sec. 65.0705. Subject to the requirements of Sec. 65.0403(5), storage yards, surface parking lots and other such uses may be placed at lower elevations if an adequate warning system exists to protect life and property.

(5) Storage of Materials

Materials that are buoyant, flammable, explosive, or injurious to property, water quality or human, animal, plant, fish, or aquatic life shall be stored at or above the flood protection elevation or floodproofed in compliance with Sec. 65.0705. Adequate measures shall be taken to ensure that such materials will not enter the water body during flooding.

(6) Public Utilities, Streets and Bridges

All utilities, streets and bridges shall be designed to be compatible with comprehensive floodplain development plans; and,

(a) When failure of public utilities, streets and bridges would endanger public health or safety, or where such facilities are deemed essential, construction or repair of such facilities shall only be permitted if they are designed to comply with Sec. 65.0705.
(b) Minor roads or non-essential utilities may be constructed at lower elevations if they are designed to withstand flood forces to the regional flood elevation.

(7) Sewage Systems

All sewage disposal systems shall be designed to minimize or eliminate infiltration of flood water into the system, pursuant to Sec. 65.0705(3), to the flood protection elevation and meet the provisions of all local ordinances and Wis. Admin. Code Chapter SPS 383.

(8) Wells

All wells shall be designed to minimize or eliminate infiltration of flood waters into the system, pursuant to Sec. 65.0705(3), to the flood protection elevation and shall meet the provisions of Wis. Admin. Code Chapters NR 811 and NR 812.

(9) Solid Waste Disposal Sites

Disposal of solid or hazardous waste is prohibited in floodfringe areas.

(10) Deposition of Materials

Any deposited material must meet all the provisions of this ordinance.

(11) Manufactured Homes

(a) Manufactured homes are currently not allowed in the Village of Sister Bay.

(12) Mobile Recreational Vehicles

All mobile recreational vehicles must be on site for less than 72 hours in a calendar year, if used for camping purposes, or less than 24 hours if stored onsite unless a permanent storage location for up to 180 consecutive days has been approved by the village, and be either:

(a) Fully licensed and ready for highway use; or,
(b) Shall meet the elevation and anchoring requirements in Sec. 65.0403(11)(b) and (c).

(A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect utilities and security devices and has no permanently attached additions.)

SECTION 500
OTHER FLOODPLAIN DISTRICTS (GFP)

Sec. 65.0501 General Floodplain District (GFP)

(1) Applicability.

The provisions for the General Floodplain District shall apply to development in all floodplains mapped as A, AO, AH, and in AE zones within which a floodway is not delineated on the Flood Insurance Rate Maps identified in Sec. 65.0105(2)(a).

(2) Floodway Boundaries

For proposed development in zone A, or in zone AE within which a floodway is not delineated on the Flood Insurance Rate Map identified in Sec. 65.0105(2)(a), the boundaries of the regulatory floodway shall be determined pursuant to Sec. 65.0501(5). If the development is proposed to encroach upon the regulatory floodway, the development is subject to the standards of Sec. 300. If the development is located entirely within the floodfringe, the development is subject to the standards of Sec. 400.

(3) Permitted Uses

Pursuant to Sec. 65.0501(5) it shall be determined whether the proposed use is located within the floodway or floodfringe. Those uses permitted in the Floodway (Sec. 65.0302) and Floodfringe (Sec. 65.0402) Districts are allowed within the General Floodplain District, according to the standards of (Sec. 65.0501(4) provided that all permits or certificates required under Sec. 65.0701 have been issued.

(4) Standards For Development in the General Floodplain District

Sec. 300 applies to floodway areas, determined pursuant to Sec. 65.0501(5); and Sec. 400 applies to floodfringe areas, determined to pursuant to Sec. 65.0501(5).

(a) New construction and substantial improvement of structures in Zone AO shall have the lowest floor, including basement, elevated:
   1. To or above the depth, in feet, as shown on the FIRM above the highest adjacent natural grade; or,
   2. If the depth is not specified on the FIRM, two (2) feet above the highest adjacent natural grade or higher.

(b) New Construction and substantial improvement of structures in zone AH shall have the lowest floor, including basement, elevated to or above the flood protection elevation.

(c) In AO/AH zones, provide adequate drainage paths to guide floodwaters around structures.

(d) All development in Zone AO and Zone AH shall meet the requirements of Sec. 400 applicable to floodfringe areas.

(5) Determining Floodway and Floodfringe Limits

Upon receiving an application for development within Zone A, or within Zone AE where a floodway has not been delineated on the Flood Insurance Rate Maps, the Zoning Administrator shall:

(a) Require the applicant to furnish any of the following information deemed necessary by the Department to evaluate the effects of the proposal upon flood height and flood flows, regional flood elevation and determine floodway boundaries:
1. A Hydrologic and Hydraulic Study as specified in Sec. 65.0701(2)(c).
2. Plan (surface view) showing elevations or contours of the ground; pertinent structure, fill or storage elevations; size, location, and layout of all proposed and existing structures on the site; location and elevations of streets, water supply, and sanitary facilities; soil types and other pertinent information.
3. Specifications for building construction and materials, floodproofing, filling, dredging, channel improvement, storage, water supply and sanitary facilities.

Sec.65.0502 Coastal Floodplain District (CFD)

(1) Applicability

The provisions of this section apply to all Coastal Floodplain Districts (CFD) shown on the floodplain zoning maps, which includes Zones V, V1-30, and VE. Where a floodway shown on the floodplain zoning maps, or a floodway determined as explained in Sec. 65.0105(3)(d) or a regulatory floodway identified pursuant to Sec. 65.0501(5), extends into a Coastal Floodplain District, development shall comply with the standards of Sec. 300 and Sec. 65.0502.

(2) Standards for Development in the Coastal Floodplain District

Development in the CFD District shall meet the requirements of Sec. 200, as well as the following:

(a) New construction shall be located landward of the ordinary high-water mark.
(b) Bulkheads, seawalls, revetments, and other erosion control measures shall not be connected to the foundation or superstructure of a building and shall be designed and constructed so as not to direct floodwaters or increase flood forces or erosion impacts on the foundation or superstructure of any building.
(c) Man-made alterations of sand dunes are prohibited unless an engineering report documents that the alterations will not increase potential flood damage by reducing the wave and flow dissipation characteristics of the sand dunes.
(d) The use of fill for structural support of buildings is prohibited.
1. Non-structural fill shall be permitted only if an engineering report demonstrates that the fill will not cause run-up, ramping, or deflection of floodwaters that cause damage to buildings.
(e) New construction and substantial improvement of buildings shall be elevated, consistent with SPS 321.34, on pilings or columns so that the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings or columns) is elevated to or above the FPE.
1. The pile or column foundation and structure attached thereto shall be anchored to resist flotation, collapse, and lateral movement due to the effects of wind and water loads acting simultaneously on all building components. Water loading values shall be those associated with the base flood. Wind loading values shall be those defined according to American Society of Civil Engineers 7-16 - Minimum Design Loads and Associated Criteria For Buildings and Other Structures, or other equivalent standard.
2. A registered professional engineer or architect shall develop or review the structural design, specifications, and plans for the construction, and shall certify that the design and methods of construction to be used are in accordance with accepted standards of practice for meeting the provisions of Sec. 65.0502(2)(e).
(f) New construction and substantial improvement of buildings shall have the space below the lowest floor either free of obstruction or constructed with non-supporting breakaway walls,

open wood latticework, or insect screening intended to collapse without causing collapse, displacement, or other structural damage to the elevated portion of the building or supporting foundation system.

1. For the purpose of Sec. 65.0502(2)(f), a breakaway wall shall have a design safe loading resistance of not less than 10 and not more than 20 pounds per square foot.
2. Use of breakaway walls which exceed a design safe loading resistance of 20 pounds per square foot (either by design or where so required by local or state codes) may be permitted only if a registered professional engineer or architect certifies that the designs proposed meet all of the following conditions:
   a. Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and,
   b. The elevated portion of the building and supporting foundation system shall not be subject to collapse, displacement, or other structural damage due to the effects of wind and water loads acting simultaneously on all building components (structural and non-structural). Water loading values shall be those associated with the base flood. Wind loading values shall be those defined according to American Society of Civil Engineers 7-16 - Minimum Design Loads and Associated Criteria For Buildings and Other Structures, or equivalent standard.
3. All space enclosed by breakaway walls, open wood latticework, or insect screening below the lowest floor shall be used solely for parking, building access, or storage.

(g) Required within flood-prone areas:
1. New and replacement water supply systems to be designed to minimize or eliminate infiltration of flood waters into the systems; and,
2. New and replacement sanitary sewage systems to be designed to minimize or eliminate infiltration of flood waters into the systems and discharges from the systems into flood waters and onsite waste disposal systems to be located to avoid impairment to them or contamination from them during flooding.

(h) All mobile recreation vehicles must be on site for less than 180 consecutive days and be either:
1. Fully licensed and ready for highway use; or,
2. Shall meet the standards of Sections 65.0502(2)(a) through 65.0502(2)(g) inclusive.
   (A mobile recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanently attached additions.)

(i) Manufactured homes are currently not allowed in the Village of Sister Bay.

SECTION 600
NON-CONFORMING USES

Sec. 65.0601 General

(1) Applicability

(a) The standards in this section shall apply to all uses and buildings that do not conform to the provisions contained within a floodplain zoning ordinance or with Wis. Stats., Sec. 87.30 and Wis. Adm. Code Sec. NR 116.12-14 and 44 CFR 59-72. These standards shall apply to all modifications or additions to any non-conforming use or structure and to the use of any structure or premises which was lawful before the passage of this ordinance or any amendment thereto. A party asserting existence of a lawfully established non-conforming use or structure

has the burden of proving that the use or structure was compliant with the floodplain zoning ordinance in effect at the time the use or structure was created.

(b) As permit applications are received for additions, modifications, or substantial improvements to non-conforming buildings in the floodplain, Village staff members shall develop a list of those non-conforming buildings, their present equalized assessed value, and a list of the costs of those activities associated with changes to those buildings.

(2) The existing lawful use of a structure or its accessory use which is not in conformity with the provisions of this ordinance may continue subject to the following conditions:

(a) No modifications or additions to a non-conforming use or structure shall be permitted unless they comply with this ordinance. The words "modification" and "addition" include, but are not limited to, any alteration, addition, modification, structural repair, rebuilding or replacement of any such existing use, structure or accessory structure or use. Maintenance is not considered a modification; this includes painting, decorating, paneling and other nonstructural components and the maintenance, repair or replacement of existing private sewage or water supply systems or connections to public utilities. Any costs associated with the repair of a damaged structure are not considered maintenance. The construction of a deck that does not exceed 200 square feet and that is adjacent to the exterior wall of a principal structure is not an extension, modification, or addition. The roof of the structure may extend over a portion of the deck in order to provide safe ingress and egress to the principal structure.

(b) If a non-conforming use or the use of a non-conforming structure is discontinued for 12 consecutive months, it is no longer permitted and any future use of the property, and any structure or building thereon, shall conform to the applicable requirements of this ordinance;

(c) The municipality shall keep a record which lists all non-conforming uses and non-conforming structures, their present equalized assessed value, the cost of all modifications or additions which have been permitted, and the percentage of the structure's total current value those modifications represent;

(d) No modification or addition to any non-conforming structure or any structure with a non-conforming use, which over the life of the structure would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with Sec. 65.0403(1). The costs of elevating the lowest floor of a non-conforming building or a building with a non-conforming use to the flood protection elevation are excluded from the 50% provisions of this paragraph;

(e) No maintenance on a per event basis to any non-conforming structure or any structure with a non-conforming use, the cost of which would equal or exceed 50% of its present equalized assessed value, shall be allowed unless the entire structure is permanently changed to a conforming structure with a conforming use in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with Sec. 65.0403(1). Maintenance to any non-conforming structure, which does not exceed 50% of its present equalized assessed value on a per event basis, does not count against the cumulative calculations over the life of the structure for substantial improvement calculations.

(f) If, on a per event basis, the total value of the work being done under (d) and (e) equals or exceeds 50% of the present equalized assessed value, the work shall not be permitted unless the entire structure is permanently changed to a conforming structure with a conforming use

in compliance with the applicable requirements of this ordinance. Contiguous dry land access must be provided for residential and commercial uses in compliance with Sec. 65.0403(1).

(g) Except as provided in (h), if any non-conforming structure or any structure with a non-conforming use is destroyed or is substantially damaged, it cannot be replaced, reconstructed, or rebuilt unless the use and the structure meet the current ordinance requirements. A structure is considered substantially damaged if the total cost to restore the structure to its pre-damaged condition equals or exceeds 50% of the structure's present equalized assessed value.

(h) For non-conforming buildings that are substantially damaged or destroyed by a non-flood disaster, the repair or reconstruction of any such non-conforming building shall be permitted in order to restore it to the size and use in effect prior to the damage event, provided that the following minimum requirements are met, and all required permits have been granted prior to the start of construction:

1. Residential Structures
   a. Shall have the lowest floor, including basement, elevated to or above the base flood elevation using fill, pilings, columns, posts, or perimeter walls. Perimeter walls must meet the requirements of Sec. 65.0705(2).
   b. Shall be anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, and shall be constructed with methods and materials resistant to flood damage.
   c. Shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or elevated so as to prevent water from entering or accumulating within the components during conditions of flooding.
   d. In A Zones, obtain, review, and utilize any flood data available from a federal, state or other source.
   e. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in Sec. 65.0501(4).
   f. In AO Zones, shall have adequate drainage paths around structures on slopes to guide floodwaters around and away from the structure.
2. Non-Residential Structures
   a. Shall meet the requirements of Sec. 65.0601(2)(h)1a-f.
   b. Shall either have the lowest floor, including basement, elevated to or above the regional flood elevation; or, together with attendant utility and sanitary facilities, shall meet the standards in Sec. 65.0705(1) or (2).
   c. In AO Zones with no elevations specified, shall have the lowest floor, including basement, meet the standards in Sec. 65.0501(4).

(3) A non-conforming historic structure may be altered if the alteration will not preclude the structure's continued designation as a historic structure, the alteration will comply with Sec. 65.0303(1), flood resistant materials are used, and construction practices and floodproofing methods that comply with Sec. 65.0705 are used. Repair or rehabilitation of historic structures shall be exempt from the development standards of Sec. 65.0601(2)(h)1 if it is determined that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and is the minimum necessary to preserve the historic character and design of the structure.

Sec. 65.0602 Floodway District

(1) No modification or addition shall be allowed to any non-conforming structure or any structure with a non-conforming use in the Floodway District, unless such modification or addition:

(a) Has been granted a permit or variance which meets all ordinance requirements;
(b) Meets the requirements of Sec. 65.0601;
(c) Shall not increase the obstruction to flood flows or regional flood height;
(d) Any addition to the existing structure shall be floodproofed, pursuant to Sec. 65.0705, by means other than the use of fill, to the flood protection elevation; and,
(e) If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:
1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade;
2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;
3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and,
4. The use must be limited to parking, building access or limited storage.

(2) No new on-site sewage disposal system, or addition to an existing on-site sewage disposal system, except where an addition has been ordered by a government agency to correct a hazard to public health, shall be allowed in the Floodway District. Any replacement, repair or maintenance of an existing on-site sewage disposal system in a floodway area shall meet the applicable requirements of all municipal ordinances, Sec. 65.0705(3) and Wis. Adm. Code Chapter SPS 383.

(3) No new well or modification to an existing well used to obtain potable water shall be allowed in the Floodway District. Any replacement, repair, or maintenance of an existing well in the Floodway District shall meet the applicable requirements of all municipal ordinances, Sec. 65.0705(3) and Wis. Adm. Code Chapters NR 811 and NR 812.

Sec. 65.0603 Floodfringe District

(1) No modification or addition shall be allowed to any non-conforming structure or any structure with a non-conforming use unless such modification or addition has been granted a permit or variance by the Village and meets the requirements of Sec. 65.0403, except where Sec. 65.0603(2) is applicable.

(2) Where compliance with the provisions of (1) would result in unnecessary hardship and only where the structure will not be used for human habitation or be associated with a high flood damage potential, the Board of Adjustment/Appeals, using the procedures established in Sec. 65.0703, may grant a variance from those provisions of (1) for modifications or additions using the criteria listed below. Modifications or additions which are protected to elevations lower than the flood protection elevation may be permitted if:

(a) No floor is allowed below the regional flood elevation for residential or commercial structures;
(b) Human lives are not endangered;
(c) Public facilities, such as water or sewer, shall not be installed;
(d) Flood depths shall not exceed two feet;
(e) Flood velocities shall not exceed two feet per second; and,

(f) The structure shall not be used for storage of materials as described in Sec. 65.0403(5).

(3) All new private sewage disposal systems, or addition to, replacement, repair or maintenance of a private sewage disposal system shall meet all the applicable provisions of all local ordinances, Sec. 65.0705(3) and Wis. Adm. Code Chapter SPS 383.

(4) All new wells, or addition to, replacement, repair, or maintenance of a well shall meet the applicable provisions of this ordinance, Sec. 65.0705(3) and Wis. Adm. Code Chapters NR 811 and NR 812.

Sec. 65.0604 Coastal Floodplain District (CFD)

(1) New construction and substantial improvement shall meet the standards of Sec. 65.0502.

(2) No structural repairs, modifications or additions to an existing building, the cost of which exceeds, over the life of the existing building, 50% of its present equalized assessed value, may be allowed in a coastal floodplain area unless the entire building is permanently changed to conform with the standards prescribed in Sec. 65.0502.

SECTION 700
ADMINISTRATION

Where the Zoning Administrator, a planning agency or a Board of Appeals has already been appointed to administer a zoning ordinance adopted under Wis. Stats., Secs. 59.69, 59.692 or 62.23(7), those officials shall also administer this ordinance.

Sec. 65.0701 Zoning Administrator

(1) Duties and Powers

The Zoning Administrator is authorized to administer this ordinance and shall have the following duties and powers:

(a) Advise applicants of the ordinance provisions, assist in preparing permit applications and appeals, and assure that the regional flood elevation for the proposed development is shown on all permit applications.

(b) Issue permits and inspect properties for compliance with provisions of this ordinance and issue certificates of compliance where appropriate.

(c) Inspect and assess all damaged floodplain structures to determine if substantial damage to the structures has occurred.

(d) Keep records of all official actions such as:
1. All permits issued, inspections made, and work approved;
2. Documentation of certified lowest floor and regional flood elevations;
3. Floodproofing certificates.
4. Water surface profiles, floodplain zoning maps and ordinances, non-conforming uses and structures including changes, appeals, variances and amendments.
5. All substantial damage assessment reports for floodplain structures.
6. List of non-conforming structures and uses.
7. In the Coastal Floodplain District, documentation of the certified elevation of the bottom of the lowest horizontal structural member of new construction and substantial improvements.
8. In the Coastal Floodplain District, certification by a licensed professional engineer or architect where required for new construction and substantial improvement under Sec. 65.0502.

(e) Submit copies of the following items to the Department Regional office:
1. Within 10 days of the decision, a copy of any decisions on variances, appeals for map or text interpretations, and map or text amendments;
2. Copies of case-by-case analyses and other required information.
3. Copies of substantial damage assessments performed and all related correspondence concerning the assessments.

(f) Investigate, prepare reports, and report violations of this ordinance to the municipal zoning agency and attorney for prosecution. Copies of the reports shall also be sent to the Department Regional office.

(g) Submit copies of amendments to the FEMA Regional office.

(2) Land Use Permit

A land use (zoning) permit shall be obtained before any development; repair, modification, or addition to an existing structure; or change in the use of a building or structure, including sewer and water facilities, may be initiated. Application to the Zoning Administrator shall include:

(a) General Information
1. Name and address of the applicant, property owner and contractor;
2. Legal description, proposed use, and whether it is new construction or a modification;

(b) Site Development Plan

A site plan drawn to scale shall be submitted with the permit application form and shall contain:
1. Location, dimensions, area and elevation of the lot;
2. Location of the ordinary highwater mark of any abutting navigable waterways;
3. Location of any structures with distances measured from the lot lines and street center lines;
4. Location of any existing or proposed on-site sewage systems or private water supply systems;
5. Location and elevation of existing or future access roads;
6. Location of floodplain and floodway limits as determined from the official floodplain zoning maps;
7. The elevation of the lowest floor of proposed buildings and any fill using the vertical datum from the adopted study – either National Geodetic Vertical Datum (NGVD) or North American Vertical Datum (NAVD);

8. Data sufficient to determine the regional flood elevation in NGVD or NAVD at the location of the development and to determine whether or not the requirements of Sec. 300 or Sec. 400 are met; and,
9. Data to determine if the proposed development will cause an obstruction to flow or an increase in regional flood height or discharge according to Sec. 65.0201. This may include any of the information noted in Sec. 65.0303(1).

(c) Hydraulic and Hydrologic Studies To Analyze Development

All hydraulic and hydrologic studies shall be completed under the direct supervision of a professional engineer registered in the State. The study contractor shall be responsible for the technical adequacy of the study. All studies shall be reviewed and approved by the Department.

1. Zone A Floodplains and in AE Zones Within Which a Floodway Is Not Delineated:
   (a) Hydrology
      i. The appropriate method shall be based on the standards in Wis. Adm. Code Chapter NR 116.07(3) - Hydrologic Analysis: Determination of Regional Flood Discharge.
   (b) Hydraulic Modeling

      The regional flood elevation shall be based on the standards in Wis. Adm. Code Chapter NR 116.07(4) - Hydraulic Analysis: Determination of Regional Flood Elevation and the following:
      i. Determination of the required limits of the hydraulic model shall be based on detailed study information for downstream structures (dam, bridge, culvert) to determine adequate starting WSEL for the study.
      ii. Channel sections must be surveyed.
      iii. Minimum four-foot contour data in the overbanks shall be used for the development of cross section overbank and floodplain mapping.
      iv. A maximum distance of 500 feet between cross sections is allowed in developed areas with additional intermediate cross sections required at transitions in channel bottom slope including a survey of the channel at each location.
      v. The most current version of HEC-RAS shall be used.
      vi. A survey of bridge and culvert openings and the top of road is required at each structure.
      vii. Additional cross sections are required at the downstream and upstream limits of the proposed development and any necessary intermediate locations based on the length of the reach if greater than 500 feet.
      viii. Standard accepted engineering practices shall be used when assigning parameters for the base model such as flow, Manning's N values, expansion and contraction coefficients or effective flow limits. The base model shall be calibrated to past flooding data such as high-water marks to determine the reasonableness of the model results. If no historical data is available, adequate justification shall be provided for any parameters outside standard accepted engineering practices.
      ix. The model must extend past the upstream limit of the difference in the existing and proposed flood profiles in order to provide a tie-in to existing studies. The height difference between the proposed flood profile and the existing study profiles shall be no more than 0.00 feet.
   (c) Mapping

      A work map of the reach studied shall be provided, showing all cross-section locations,

floodway/floodplain limits based on best available topographic data, geographic limits of the proposed development and whether the proposed development is located in the floodway.

i. If the proposed development is located outside of the floodway, then it is determined to have no impact on the regional flood elevation.

ii. If any part of the proposed development is in the floodway, it must be added to the base model to show the difference between existing and proposed conditions. The study must ensure that all coefficients remain the same as in the existing model, unless adequate justification based on standard accepted engineering practices is provided.

2. Zone AE Floodplains

(a) Hydrology

If the proposed hydrology will change the existing study, the appropriate method to be used shall be based on Wis. Adm. Code Chapter NR 116.07(3) - Hydrologic Analysis: Determination of Regional Flood Discharge.

(b) Hydraulic Model

The regional flood elevation shall be based on the standards in Wis. Adm. Code Chapter NR 116.07(4) - Hydraulic Analysis: Determination of Regional Flood Elevation, and the following:

i. Duplicate Effective Model

The effective model shall be reproduced to ensure correct transference of the model data and to allow integration of the revised data to provide a continuous FIS model upstream and downstream of the revised reach. If data from the effective model is available, models shall be generated that duplicate the FIS profiles and the elevations shown in the Floodway Data Table in the FIS report to within 0.1 foot.

ii. Corrected Effective Model.

The Corrected Effective Model shall not include any man-made physical changes since the effective model date but shall import the model into the most current version of HEC-RAS for Department review.

iii. Existing (Pre-Project Conditions) Model.

The Existing Model shall be required to support conclusions about the actual impacts of the project associated with the Revised (Post-Project) Model or to establish more up-to-date models on which to base the Revised (Post-Project) Model.

iv. Revised (Post-Project Conditions) Model.

The Revised (Post-Project Conditions) Model shall incorporate the Existing Model and any proposed changes to the topography caused by the proposed development. This model shall reflect proposed conditions.

v. All changes to the Duplicate Effective Model and subsequent models must be supported by certified topographic information, bridge plans, construction plans and survey notes.

vi. Changes to the hydraulic models shall be limited to the stream reach for which the revision is being requested. Cross sections upstream and downstream of the revised reach shall be identical to those in the effective model and result in water surface elevations and top widths computed by the revised models matching those in the effective models upstream and downstream of the revised reach as required. The Effective Model shall not be truncated.

(c) Mapping

Maps and associated engineering data shall be submitted to the Department for review which meet the following conditions:

i. Consistency between the revised hydraulic models, the revised floodplain and floodway delineations, the revised flood profiles, topographic work map, annotated FIRMs and/or Flood Boundary Floodway Maps (FBFMs), construction plans, and bridge plans.

ii. Certified topographic map of suitable scale, contour interval, and a planimetric map showing the applicable items. If a digital version of the map is available, it may be submitted in order that the FIRM may be more easily revised.

iii. Annotated FIRM panel showing the revised 1% and 0.2% annual chance floodplains and floodway boundaries.

iv. If an annotated FIRM and/or FBFM and digital mapping data (GIS or CADD) are used, then all supporting documentation or metadata must be included with the data submission along with the Universal Transverse Mercator (UTM) projection and State Plane Coordinate System in accordance with FEMA mapping specifications.

v. The revised floodplain boundaries shall tie into the effective floodplain boundaries.

vi. All cross sections from the effective model shall be labeled in accordance with the effective map, and a cross-section lookup table shall be included to relate to the model input numbering scheme.

vii. Both the current and proposed floodways shall be shown on the map.

viii. The stream centerline, or profile baseline used to measure stream distances in the model shall be visible on the map.

(d) Expiration

All permits issued under the authority of this ordinance shall expire no more than 180 days after issuance. The permit may be extended for a maximum of 180 days for good and sufficient cause. If the permitted work has not started within 180 days of the permit date, the development must comply with any regulation, including any revision to the FIRM or FIS, that took effect after the permit date.

(3) Certificate of Compliance

No land shall be occupied or used, and no building which is hereafter constructed, altered, added to, modified, repaired, rebuilt, or replaced shall be occupied until a certificate of compliance is issued by the Zoning Administrator, except where no permit is required, subject to the following provisions:

(a) The certificate of compliance shall show that the building or premises or part thereof, and the proposed use, conform to the provisions of this ordinance;

(b) Application for such certificate shall be concurrent with the application for a permit;

(c) If all ordinance provisions are met, the certificate of compliance shall be issued within 10 days after written notification that the permitted work is completed;

(d) The applicant shall submit a certification signed by a registered professional engineer, architect, or land surveyor that the fill, lowest floor and floodproofing elevations are in compliance with the permit issued. Floodproofing measures also require certification by a registered professional engineer or architect that the requirements of Sec. 65.0705 are met.

(e) Where applicable pursuant to Sec. 65.0501(4), the applicant must submit a certification by a registered professional engineer or surveyor of the elevation of the bottom of the lowest

horizontal structural member supporting the lowest floor (excluding pilings or columns) and an indication of whether the structure contains a basement.

(f) Where applicable pursuant to Sec. 65.0501(4), the applicant must submit certifications by a registered professional engineer or architect that the structural design and methods of construction meet accepted standards of practice as required by Sec. 65.0501(4).

(4) Other Permits

Prior to obtaining a floodplain development permit the applicant must secure all necessary permits from federal, state, and local agencies, including but not limited to those required by the U.S. Army Corps of Engineers under Sec. 404 of the Federal Water Pollution Control Act, Amendments of 1972, 33 U.S.C. 1344.

Sec. 65.0702 Zoning Agency

(1) The Village of Sister Bay Zoning Board of Appeals shall:

(a) Oversee the functions of the office of the Zoning Administrator; and,

(b) Review and advise the governing body on all proposed amendments to this ordinance, maps, and text.

(c) Publish adequate notice pursuant to Wis. Stats., Chapter 985, specifying the date, time, place, and subject of the public hearing.

(2) The Village of Sister Bay Zoning Board of Appeals shall not:

(d) Grant variances to the terms of the ordinance in place of action by the Board of Adjustment/Appeals; or

(e) Amend the text or zoning maps in place of official action by the governing body.

Sec. 65.0703 Board of Appeals

The Board of Appeals, created under Wis. Stats., Sec. 62.23(7)(e), is hereby authorized or shall be appointed to act for the purposes of this ordinance. The Board of Appeals shall exercise the powers conferred by Wisconsin Statutes and adopt rules for the conduct of business. The Zoning Administrator shall not be the secretary of the Board of Appeals.

(1) Powers and Duties

The Board of Appeals shall:

(a) Appeals - Hear and decide appeals where it is alleged there is an error in any order, requirement, decision or determination made by an administrative official in the enforcement or administration of this ordinance;

(b) Boundary Disputes - Hear and decide disputes concerning the district boundaries shown on the official floodplain zoning map; and,

(c) Variances - Hear and decide, upon appeal, variances from the ordinance standards.

(2) Appeals to the Board

(a) Appeals to the Board of Appeals may be taken by any person aggrieved, or by any officer or department of the municipality affected by any decision of the Zoning Administrator or other administrative officer. Such appeal shall be taken within 30 days unless otherwise provided by the rules of the board, by filing with the official whose decision is in question, and with the board, a notice of appeal specifying the reasons for the appeal. The official whose decision is in question shall transmit to the Board all records regarding the matter appealed.

(b) Notice and Hearing for Appeals Including Variances

1. Notice - The Board of Appeals shall:
   a. Fix a reasonable time for the hearing;
   b. Publish adequate notice pursuant to Wisconsin Statutes, specifying the date, time, place, and subject of the hearing; and,
   c. Assure that notice shall be mailed to the parties in interest and the Department Regional office at least 10 days in advance of the hearing.
2. Hearing - Any party may appear in person or by agent. The board shall:
   a. Resolve boundary disputes according to Sec. 65.0703(3);
   b. Decide variance applications according to Sec. 65.0703(4); and
   c. Decide appeals of permit denials according to Sec. 65.0704.

(c) Decision:

The final decision regarding the appeal or variance application shall:

1. Be made within a reasonable time;
2. Be sent to the Department Regional office within 10 days of the decision;
3. Be a written determination signed by the chairman or secretary of the Board of Appeals;
4. State the specific facts which are the basis for the Board of Appeal's decision;
5. Either affirm, reverse, vary or modify the order, requirement, decision, or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or grant or deny the variance application; and,
6. Include the reasons for granting an appeal, describing the hardship demonstrated by the applicant in the case of a variance, clearly stated in the recorded minutes of the Board of Appeal's proceedings.

(3) Boundary Disputes

The following procedure shall be used by the Board of Appeals in hearing disputes concerning floodplain district boundaries:

(a) If a floodplain district boundary is established by approximate or detailed floodplain studies, the flood elevations or profiles shall prevail in locating the boundary.

(b) The person contesting the boundary location shall be given a reasonable opportunity to present arguments and technical evidence to the Board of Appeals; and,

(c) If the boundary is incorrectly mapped, the Board of Appeals should inform the zoning committee or the person contesting the boundary location to petition the governing body for a map amendment according to Sec. 800 - Amendments.

(4) Variance

(a) The Board of Appeals may, upon appeal, grant a variance from the standards of this ordinance if an applicant convincingly demonstrates that:

1. Literal enforcement of the ordinance will cause unnecessary hardship;
2. The hardship is due to adoption of the floodplain ordinance and unique property conditions, not common to adjacent lots or premises. In such case the ordinance or map must be amended;
3. The variance is not contrary to the public interest; and,
4. The variance is consistent with the purpose of this ordinance in Sec. 65.0103.

(b) In addition to the criteria in (a), to qualify for a variance under FEMA regulations, the Board must find that the following criteria have been met:

1. The variance shall not cause any increase in the regional flood elevation;
2. The applicant has shown good and sufficient cause for issuance of the variance;
3. Failure to grant the variance would result in exceptional hardship;

4. Granting the variance will not result in additional threats to public safety, extraordinary expense, create a nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances;
5. The variance granted is the minimum necessary, considering the flood hazard, to afford relief.

(c) A variance shall not:
1. Grant, extend or increase any use prohibited in the zoning district;
2. Be granted for a hardship based solely on an economic gain or loss;
3. Be granted for a hardship which is self-created.
4. Damage the rights or property values of other persons in the area;
5. Allow actions without the amendments to this ordinance or map(s) required in Sec. 800 - Amendments; and,
6. Allow any alteration of an historic structure, including its use, which would preclude its continued designation as an historic structure.

(d) When a floodplain variance is granted, the Board of Appeals shall notify the applicant in writing that it may increase risks to life and property, and flood insurance premiums could increase up to $25.00 per $100.00 of coverage. A copy shall be maintained with the variance record.

Sec. 65.0704 Review of Appeals of Permit Denials

(1) The Zoning Agency (See Sec. 65.0702) or Board of Appeals shall review all data related to the appeal. This may include:

(a) Permit application data listed in Sec. 65.0701(2);
(b) Floodway/floodfringe determination data in Sec. 65.0501(5);
(c) Data listed in Sec. 65.0303(1)(b) where the applicant has not submitted this information to the Zoning Administrator; and,
(d) Other data submitted with the application or submitted to the Board of Appeals with the appeal.

(2) For appeals of all denied permits the Board of Appeals shall:
(a) Follow the procedures of Sec. 65.0703;
(b) Consider zoning agency recommendations; and,
(c) Either uphold the denial or grant the appeal.

(3) For appeals concerning increases in regional flood elevation the Board shall:
(a) Uphold the denial where the Board of Appeals agrees with the data showing an increase in flood elevation. Increases may only be allowed after amending the flood profile and map and all appropriate legal arrangements are made with all adversely affected property owners as per the requirements of Sec. 800 - Amendments; and,
(b) Grant the appeal where the Board of Appeals agrees that the data properly demonstrates that the project does not cause an increase provided no other reasons for denial exist.

Sec. 65.0705 Floodproofing Standards

(1) No permit or variance shall be issued for a non-residential structure designed to be watertight below the regional flood elevation until the applicant submits a plan certified by a registered professional engineer or architect that the floodproofing measures will protect the structure or development to or above the flood protection elevation and submits a FEMA Floodproofing Certificate. Floodproofing is not an alternative to the development standards in Sec. 200, Sec. 300, Sec. 400, Sec. 65.0501 or Sec. 65.0502.

(2) For a structure designed to allow the entry of floodwaters, no permit or variance shall be issued until the applicant submits a plan either:
   (a) Certified by a registered professional engineer or architect; or,
   (b) Meeting or exceeding the following standards:
      1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding;
      2. The bottom of all openings shall be no higher than one foot above grade; and,
      3. Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.

(3) Floodproofing measures shall be designed, as appropriate, to:
   (a) Withstand flood pressures, depths, velocities, uplift and impact forces and other regional flood factors;
   (b) Protect structures to the flood protection elevation;
   (c) Anchor structures to foundations to resist flotation and lateral movement;
   (d) Minimize or eliminate infiltration of flood waters;
   (e) Minimize or eliminate discharges into flood waters;
   (f) Placement of essential utilities to or above the flood protection elevation; and
   (g) If any part of the foundation below the flood protection elevation is enclosed, the following standards shall apply:
      1. The enclosed area shall be designed by a registered architect or engineer to allow for the efficient entry and exit of flood waters without human intervention. A minimum of two openings must be provided with a minimum net area of at least one square inch for every one square foot of the enclosed area. The lowest part of the opening can be no more than 12 inches above the adjacent grade;
      2. The parts of the foundation located below the flood protection elevation must be constructed of flood-resistant materials;
      3. Mechanical and utility equipment must be elevated or floodproofed to or above the flood protection elevation; and,
      4. The use must be limited to parking, building access or limited storage.

Sec. 65.0706 Public Information Required

(1) Place marks on structures to show the depth of inundation during the regional flood.

(2) All maps, engineering data and regulations shall be available and widely distributed.

(3) Real estate transfers should show what floodplain district any real property is in.

SECTION 800

AMENDMENTS

Obstructions or increases may only be permitted if amendments are made to this ordinance, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with Sec. 65.0801.

(1) In AE Zones with a mapped floodway, no obstructions or increases shall be permitted unless the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ordinance, the official floodplain zoning maps, floodway lines and water surface profiles, in accordance with Sec. 65.0801. Any such alterations must be reviewed and approved by FEMA and the DNR.

(2) In A Zones increases equal to or greater than 1.0 foot may only be permitted if the applicant receives a Conditional Letter of Map Revision from FEMA and amendments are made to this ordinance, the official floodplain maps, floodway lines, and water surface profiles, in accordance with Sec. 65.0801.

Sec. 65.0801 General

The governing body shall change or supplement the floodplain zoning district boundaries and this ordinance in the manner outlined in Sec. 65.0802 below. Actions which require an amendment to the ordinance and/or submittal of a Letter of Map Change (LOMC) include, but are not limited to the following:

(1) Any fill or floodway encroachment that obstructs flow causing any increase in the regional flood height;
(2) Any change to the floodplain boundaries and/or watercourse alterations on the FIRM;
(3) Any changes to any other officially adopted floodplain maps listed in Sec. 65.0105(2)(b);
(4) Any floodplain fill which raises the elevation of the filled area to a height at or above the flood protection elevation and is contiguous to land lying outside the floodplain;
(5) Correction of discrepancies between the water surface profiles and floodplain maps;
(6) Any upgrade to a floodplain zoning ordinance text required by Wis. Adm. Code Sec. NR 116.05 or otherwise required by law, or for changes by the municipality; and,
(7) All channel relocations and changes to the maps to alter floodway lines or to remove an area from the floodway or the floodfringe that is based on a base flood elevation from a FIRM requires prior approval by FEMA.

Sec. 65.0802 Procedures

Ordinance amendments may be made upon petition of any party according to the provisions of Wis. Stats., Sec. 62.23. The petitions shall include all data required by Sec. 65.0501(5) and Sec. 65.0701(2). The land use (zoning) permit shall not be issued until a Letter of Map Revision is issued by FEMA for the proposed changes.

(1) The proposed amendment shall be referred to the zoning agency for a public hearing and recommendation to the governing body. The amendment and notice of public hearing shall be submitted to the Department Regional office for review prior to the hearing. The amendment procedure shall comply with the provisions of Wis. Stats., Sec. 62.23.
(2) No amendments shall become effective until reviewed and approved by the Department.
(3) All persons petitioning for a map amendment that obstructs flow causing any increase in the regional flood height, shall obtain flooding easements or other appropriate legal arrangements from all adversely affected property owners and notify local units of government before the amendment can be approved by the governing body.

SECTION 900

ENFORCEMENT & PENALTIES

Any violation of the provisions of this ordinance by any person shall be unlawful and shall be referred to the municipal attorney who shall expeditiously prosecute all such violators. A violator shall, upon conviction, forfeit to the municipality a penalty of not more than $50.00 (fifty dollars), together with a taxable cost of such action. Each day of continued violation shall constitute a separate offense. Every violation of this ordinance is a public nuisance, and the creation may be enjoined, and the maintenance may be abated by action at suit of the municipality, the state, or any citizen thereof pursuant to Wis. Stats., Sec. 87.30.

SECTION 1000
DEFINITIONS

Unless specifically defined, words and phrases in this ordinance shall have their common law meaning and shall be applied in accordance with their common usage. Words used in the present tense include the future, the singular number includes the plural and the plural number includes the singular. The word "may" is permissive, "shall" is mandatory and is not discretionary.

A ZONES – Those areas shown on the Official Floodplain Zoning Map which would be inundated by the regional flood. These areas may be numbered or unnumbered A Zones. The A Zones may or may not be reflective of flood profiles, depending on the availability of data for a given area.

AH ZONE – See “AREA OF SHALLOW FLOODING”.

AO ZONE – See “AREA OF SHALLOW FLOODING”.

ACCESSORY STRUCTURE OR USE – A facility, structure, building or use which is accessory or incidental to the principal use of a property, structure or building. An accessory structure shall not be used for human habitation.

ALTERATION – An enhancement, upgrade or substantial change or modification other than an addition or repair to a dwelling or to electrical, plumbing, heating, ventilating, air conditioning and other systems within a structure.

AREA OF SHALLOW FLOODING – A designated AO, AH, AR/AO, AR/AH, or VO zone on a community’s Flood Insurance Rate Map (FIRM) with a 1 percent or greater annual chance of flooding to an average depth of 1 to 3 feet where a clearly defined channel does not exist, where the path of flooding is unpredictable, and where velocity flood may be evident. Such flooding is characterized by ponding or sheet flow.

BASE FLOOD – Means the flood having a one percent chance of being equaled or exceeded in any given year, as published by FEMA as part of a FIS and depicted on a FIRM.

BASEMENT – Any enclosed area of a building having its floor sub-grade on all sides.

BREAKAWAY WALL – A wall that is not part of the structural support of the building and is intended through its design and construction to collapse under specific lateral loading forces, without causing damage to the elevated portion of the building or supporting foundation system.

BUILDING – See STRUCTURE.

BULKHEAD LINE – A geographic line along a reach of navigable water that has been adopted by a municipal

ordinance and approved by the Department pursuant to Wis. Stats., Sec. 30.11, and which allows limited filling between this bulkhead line and the original ordinary highwater mark, except where such filling is prohibited by the floodway provisions of this ordinance.

CAMPGROUND – Any parcel of land which is designed, maintained, intended, or used for the purpose of providing sites for nonpermanent overnight use by 4 or more camping units, or which is advertised or represented as a camping area.

CAMPING UNIT – Any portable device, no more than 400 square feet in area, used as a temporary shelter, including but not limited to a camping trailer, motor home, bus, van, pick-up truck, or tent that is fully licensed, if required, and ready for highway use.

CERTIFICATE OF COMPLIANCE – A certification that the construction and the use of land or a building, the elevation of fill or the lowest floor of a structure is in compliance with all of the provisions of this ordinance.

CHANNEL – A natural or artificial watercourse with definite bed and banks to confine and conduct normal flow of water.

COASTAL FLOODPLAIN – An area along the coast of Lake Michigan or Lake Superior which is inundated by the regional flood and which is also subject to additional hazard due to wave runup.

COASTAL HIGH HAZARD AREA – An area of special flood hazard extending from offshore to the inland limit of a primary frontal dune along an open coast, and any other area subject to high velocity wave action from storms.

CRAWLWAYS or CRAWL SPACE – An enclosed area below the first usable floor of a building, generally less than five feet in height, used for access to plumbing and electrical utilities.

DECK – An unenclosed exterior structure that has no roof or sides and has a permeable floor which allows the infiltration of precipitation.

DEPARTMENT – The Wisconsin Department of Natural Resources.

DEVELOPMENT – Any artificial change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or alterations to buildings, structures or accessory structures; the repair of any damaged structure or the improvement or renovation of any structure, regardless of percentage of damage or improvement; the placement of buildings or structures; subdivision layout and site preparation; mining, dredging, filling, grading, paving, excavation or drilling operations; the storage, deposition or extraction of materials or equipment; and the installation, repair or removal of public or private sewage disposal systems or water supply facilities.

DRYLAND ACCESS – A vehicular access route which is above the regional flood elevation, and which connects land located in the floodplain to land outside the floodplain, such as a road with its surface above regional flood elevation and wide enough for wheeled rescue and relief vehicles.

ENCROACHMENT – Any fill, structure, equipment, use or development in the floodway.

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – The federal agency that administers the National Flood Insurance Program.

FLOOD INSURANCE RATE MAP (FIRM) – A map of a community on which the Federal Insurance Administration has delineated both the floodplain and the risk premium zones applicable to the community. This map can only be amended by the Federal Emergency Management Agency.

FLOOD or FLOODING – A general and temporary condition of partial or complete inundation of normally

dry land areas caused by one of the following conditions:

- The overflow or rise of inland waters;
- The rapid accumulation or runoff of surface waters from any source;
- The inundation caused by waves or currents of water exceeding anticipated cyclical levels along the shore of Lake Michigan or Lake Superior; or,
- The sudden increase caused by an unusually high-water level in a natural body of water, accompanied by a severe storm, or by an unanticipated force of nature, such as a seiche, or by some similarly unusual event.

FLOOD FREQUENCY – The probability of a flood occurrence which is determined from statistical analyses. The frequency of a particular flood event is usually expressed as occurring, on the average once in a specified number of years or as a percent (%) chance of occurring in any given year.

FLOODFRINGE – That portion of the floodplain outside of the floodway which is covered by flood waters during the regional flood and associated with standing water rather than flowing water.

FLOOD HAZARD BOUNDARY MAP – A map designating approximate flood hazard areas. Flood hazard areas are designated as unnumbered A-Zones and do not contain floodway lines or regional flood elevations. This map forms the basis for both the regulatory and insurance aspects of the National Flood Insurance Program (NFIP) until superseded by a Flood Insurance Study and a Flood Insurance Rate Map.

FLOOD INSURANCE STUDY – A technical engineering examination, evaluation, and determination of the local flood hazard areas. It provides maps designating those areas affected by the regional flood and provides both flood insurance rate zones and base flood elevations and may provide floodway lines. The flood hazard areas are designated as numbered and unnumbered A-Zones. Flood Insurance Rate Maps, that accompany the Flood Insurance Study, form the basis for both the regulatory and the insurance aspects of the National Flood Insurance Program.

FLOODPLAIN – Land which has been or may be covered by flood water during the regional flood. It includes the floodway and the floodfringe and may include other designated floodplain areas for regulatory purposes.

FLOODPLAIN ISLAND – A natural geologic land formation within the floodplain that is surrounded, but not covered, by floodwater during the regional flood.

FLOODPLAIN MANAGEMENT – Policy and procedures to ensure wise use of floodplains, including mapping and engineering, mitigation, education, and administration and enforcement of floodplain regulations.

FLOOD PROFILE – A graph or a longitudinal profile line showing the relationship of the water surface elevation of a flood event to locations of land surface elevations along a stream or river.

FLOODPROOFING – Any combination of structural provisions, changes or adjustments to properties and structures, water and sanitary facilities and contents of buildings subject to flooding, for the purpose of reducing or eliminating flood damage.

FLOOD PROTECTION ELEVATION – An elevation of two feet of freeboard above the Regional Flood Elevation. (Also see: FREEBOARD.)

FLOOD STORAGE – Those floodplain areas where storage of floodwaters has been taken into account during analysis in reducing the regional flood discharge.

FLOODWAY – The channel of a river or stream and those portions of the floodplain adjoining the channel required to carry the regional flood discharge.

FREEBOARD – A safety factor expressed in terms of a specified number of feet above a calculated flood level. Freeboard compensates for any factors that cause flood heights greater than those calculated, including ice jams, debris accumulation, wave action, obstruction of bridge openings and floodways, the effects of watershed urbanization, loss of flood storage areas due to development and aggregation of the river or stream bed.

HABITABLE STRUCTURE – Any structure or portion thereof used or designed for human habitation.

HEARING NOTICE – Publication or posting meeting the requirements of Wis. Stats., Chapter 985. For appeals, a Class 1 notice, published once at least one week (7 days) before the hearing, is required. For all zoning ordinances and amendments, a Class 2 notice, published twice, once each week consecutively, the last at least a week (7 days) before the hearing. Local ordinances or bylaws may require additional notice, exceeding these minimums.

HIGH FLOOD DAMAGE POTENTIAL – Damage that could result from flooding that includes any danger to life or health or any significant economic loss to a structure or building and its contents.

HIGHEST ADJACENT GRADE – The highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure.

HISTORIC STRUCTURE – Any structure that is either:

- Listed individually in the National Register of Historic Places or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or,
- Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either by an approved state program, as determined by the Secretary of the Interior, or by the Secretary of the Interior in states without approved programs.

INCREASE IN REGIONAL FLOOD HEIGHT – A calculated upward rise in the regional flood elevation greater than 0.00 foot, based on a comparison of existing conditions and proposed conditions which is directly attributable to development in the floodplain but not attributable to manipulation of mathematical variables such as roughness factors, expansion and contraction coefficients and discharge.

LAND USE – Any nonstructural use made of unimproved or improved real estate. (Also see DEVELOPMENT.)

LOWEST ADJACENT GRADE – Elevation of the lowest ground surface that touches any of the exterior walls of a building.

LOWEST FLOOR – The lowest floor of the lowest enclosed area (including basement). An enclosed space as provided in Sec. 65.0503(2)(f) is not considered the building's lowest floor.

MAINTENANCE – The act or process of ordinary upkeep and repairs, including redecorating, refinishing, nonstructural repairs, or the replacement of existing fixtures, systems or equipment with equivalent fixtures, systems, or structures.

MANUFACTURED HOME – A structure transportable in one or more sections, which is built on a permanent chassis and is designed to be used with or without a permanent foundation when connected to required utilities. The term "manufactured home" includes a mobile home but does not include a "mobile recreational vehicle."

MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION – A parcel (or contiguous parcels) of land, divided into two or more manufactured home lots for rent or sale.

MOBILE/MANUFACTURED HOME PARK OR SUBDIVISION, EXISTING – A parcel of land, divided into two or more manufactured home lots for rent or sale, on which the construction of facilities for servicing the lots is completed before the effective date of this ordinance. At a minimum, this would include the installation of utilities, the construction of streets and either final site grading or the pouring of concrete pads.

MOBILE/MANUFACTURED HOME PARK, EXPANSION TO EXISTING – The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed. This includes installation of utilities, construction of streets and either final site grading, or the pouring of concrete pads.

MOBILE RECREATIONAL VEHICLE – A vehicle which is built on a single chassis, 400 square feet or less when measured at the largest horizontal projection, designed to be self-propelled, carried or permanently towable by a licensed, light-duty vehicle, is licensed for highway use if registration is required and is designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel or seasonal use. Manufactured homes that are towed or carried onto a parcel of land, but do not remain capable of being towed or carried, including park model homes, do not fall within the definition of "mobile recreational vehicles."

MODEL, CORRECTED EFFECTIVE – A hydraulic engineering model that corrects any errors that occur in the Duplicate Effective Model, adds any additional cross sections to the Duplicate Effective Model, or incorporates more detailed topographic information than that used in the current effective model.

MODEL, DUPLICATE EFFECTIVE – A copy of the hydraulic analysis used in the effective FIS and referred to as the effective model.

MODEL, EFFECTIVE – The hydraulic engineering model that was used to produce the current effective Flood Insurance Study.

MODEL, EXISTING (PRE-PROJECT) – A modification of the Duplicate Effective Model or Corrected Effective Model to reflect any man-made modifications that have occurred within the floodplain since the date of the effective model but prior to the construction of the project for which the revision is being requested. If no modification has occurred since the date of the effective model, then this model would be identical to the Corrected Effective Model or Duplicate Effective Model.

MODEL, REVISED (POST-PROJECT) – A modification of the Existing or Pre-Project Conditions Model, Duplicate Effective Model or Corrected Effective Model to reflect revised or post-project conditions.

MODERATE WAVE ACTION AREA (MoWA) – A special flood hazard area subject to the potential for breaking wave heights of greater than or equal to 1.5 feet, but less than 3 feet, where the primary source of flooding is astronomical tides, storm surges, seiches, and/or tsunamis. A MoWA is an area within zone AE on a FIRM that is between the inland limit of zone VE and a Limit of Moderate Wave Action, where identified. (Also known as “Coastal A Zone”)

MUNICIPALITY or MUNICIPAL – The county, city or village governmental units enacting, administering, and enforcing this zoning ordinance.

NAVD or NORTH AMERICAN VERTICAL DATUM – Elevations referenced to mean sea level datum, 1988 adjustment.

NGVD or NATIONAL GEODETIC VERTICAL DATUM – Elevations referenced to mean sea level datum, 1929 adjustment.

NEW CONSTRUCTION – Structures for which the start of construction commenced on or after the effective date of a floodplain zoning regulation adopted by this community and includes any subsequent improvements to such structures.

NON-FLOOD DISASTER – A fire or an ice storm, tornado, windstorm, mudslide, or other destructive act of nature, but excludes a flood.

NON-CONFORMING STRUCTURE – An existing lawful structure or building which is not in conformity with the dimensional or structural requirements of this ordinance for the area of the floodplain which it occupies. (For example, an existing residential structure in the Floodfringe District is a conforming use. However, if the lowest floor is lower than the flood protection elevation, the structure is non-conforming.)

NON-CONFORMING USE – An existing lawful use or accessory use of a structure or building which is not in conformity with the provisions of this ordinance for the area of the floodplain which it occupies. (Such as a residence in the floodway.)

OBSTRUCTION TO FLOW – Any development which blocks the conveyance of floodwaters such that this development alone or together with any future development will cause an increase in regional flood height.

OFFICIAL FLOODPLAIN ZONING MAP – That map, adopted and made part of this ordinance, as described in Sec. 65.0105(2), which has been approved by the Department and FEMA.

GREEN SPACE USE – Those uses having a relatively low flood damage potential and not involving structures.

ORDINARY HIGHWATER MARK – The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.

PERSON – An individual, or group of individuals, corporation, partnership, association, municipality, or state agency.

PRIMARY FRONTAL DUNE – A continuous or nearly continuous mound or ridge of sand with relatively steep seaward and landward slopes immediately landward and adjacent to the beach and subject to erosion and overtopping from high tides and waves during major coastal storms. The inland limit of the primary frontal dune occurs at the point where there is a distinct change from a relatively steep slope to a relatively mild slope.

PRIVATE SEWAGE SYSTEM – A sewage treatment and disposal system serving one structure with a septic tank and soil absorption field located on the same parcel as the structure. It also means an alternative sewage system approved by the Department of Safety and Professional Services, including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure, or a system located on a different parcel than the structure.

PUBLIC UTILITIES – Those utilities using underground or overhead transmission lines such as electric, telephone and telegraph, and distribution and collection systems such as water, sanitary sewer, and storm sewer.

REASONABLY SAFE FROM FLOODING – Means base flood waters will not inundate the land or damage

structures to be removed from the floodplain and that any subsurface waters related to the base flood will not damage existing or proposed buildings.

REGIONAL FLOOD – A flood determined to be representative of large floods known to have occurred in Wisconsin. A regional flood is a flood with a one percent chance of being equaled or exceeded in any given year, and if depicted on the FIRM, the RFE is equivalent to the BFE.

SAND DUNES – Naturally occurring accumulations of sand in ridges or mounds landward of the beach.

START OF CONSTRUCTION – The date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond initial excavation, or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling, nor does it include the installation of streets and/or walkways, nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms, nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For an alteration, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

STRUCTURE – Any manmade object with form, shape and utility, either permanently or temporarily attached to, placed upon or set into the ground, stream bed or lakebed, including, but not limited to, roofed and walled buildings, gas or liquid storage tanks, bridges, dams and culverts.

SUBDIVISION – Has the meaning given in Wis. Stats., Sec. 236.02(12).

SUBSTANTIAL DAMAGE – Damage of any origin sustained by a structure, whereby the cost of restoring the structure to its pre-damaged condition would equal or exceed 50 percent of the equalized assessed value of the structure before the damage occurred.

SUBSTANTIAL IMPROVEMENT – Any repair, reconstruction, rehabilitation, addition or improvement of a building or structure, the cost of which equals or exceeds 50 percent of the equalized assessed value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the work performed. The term does not include either any project for the improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions; or any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as an historic structure.

THE VILLAGE – The Village of Sister Bay.

UNNECESSARY HARDSHIP – Where special conditions affecting a particular property, which were not self-created, have made strict conformity with restrictions governing areas, setbacks, frontage, height, or density unnecessarily burdensome or unreasonable in light of the purposes of the ordinance.

VARIANCE – An authorization by the Board of Adjustment or Appeals for the construction or maintenance of a building or structure in a manner which is inconsistent with dimensional standards (not uses) contained in the Floodplain Zoning Ordinance.

VIOLATION – The failure of a structure or other development to be fully compliant with the Floodplain Zoning Ordinance. A structure or other development without required permits, lowest floor elevation

documentation, floodproofing certificates or required floodway encroachment calculations is presumed to be in violation until such time as that documentation is provided.

WATERSHED – The entire region contributing runoff or surface water to a watercourse or body of water.

WATER SURFACE PROFILE – A graphical representation showing the elevation of the water surface of a watercourse for each position along a reach of river or stream at a certain flood flow. A water surface profile of the regional flood is used in regulating floodplain areas.

WELL – means an excavation opening in the ground made by digging, boring, drilling, driving or other methods, to obtain groundwater regardless of its intended use.

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 from and after April 1, 2025.

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
Effective Date: April 1, 2025

AGENDA ITEM 6c

Ordinance 2025-004; Ch. 66; Zoning; B-2 Overlay, B-3 Height, Misc. Amendments

ORDINANCE NO. 2025-004

AN ORDINANCE AMENDING CH. 66 TO CREATE A B-2 OVERLAY, B-3 HEIGHT RESTRICTIONS, ADDITIONAL TREE REGULATIONS, REVISED WATER SETBACK, AND MISCELLANEOUS OTHER AMENDMENTS

WHEREAS, the Village of Sister Bay periodically reviews their ordinances to ensure they comply with the Wisconsin State Statutes and Administrative Code, the intent of adopted village plans, they have a regulatory framework to best protect the environment, they are easy and effective to understand and implement, and they support planning policies and trends; and,

WHEREAS, on February 25, 2025, the Plan Commission held a public hearing on various amendments to the Village of Sister Bay Municipal Code, Chapter 66, *Zoning*, that were necessary to comply with state statutes, meet the intent of the comprehensive plan and zoning code, further protect the natural resources, make for a more understandable code that can more effectively be administered, and follow national trends in planning practices.

NOW, THEREFORE, after consideration of the code amendments recommended by the Plan Commission, on March 25, 2025, the Village Board of the Village of Sister Bay voted to amend Ch. 66, *Zoning*, as shown below.

SECTION 1. Adoption of Code Amendments. Shown below are the code sections amended, with deletions shown in red font with a strikethrough and additions shown in red font. [Amendments may require amendments to the Table of Contents, Overlay Districts summary, and other areas in Ch. 66 where formatting would be affected.]

I. Create an overlay district within the B-2 zoning district, west of North Bay Shore Drive, to give landowners and developers an alternative to developing their land. This overlay would also encourage development similar to a historic neighborhood.

SEC. 66.0343 – B-2 HD

B-2 HISTORIC OVERLAY DISTRICT

Sec. 66.0343 B-2 Historic Overlay District

The B-2 zoned area west of North Bay Shore Drive is the one area left in the village with several historic properties. In an attempt to maintain the historic character of the area, while providing for the development of new properties that would be architecturally compatible, the overlay gives landowners the option of developing their properties under the regular B-2 standards, or, developing under the provisions within this overlay.

(1) Uses Allowed

(a) The list of permitted and conditional uses listed in Sec. 66.0322, the B-2 Downtown Transitional District, shall be allowed in this overlay district, with the exception of physical fitness centers,

professional offices, restaurants and self-service laundry and dry cleaning. Unlike other zoning districts where only the uses listed shall be allowed, this overlay allows for additional uses, if developed per this overlay, and if authorized by conditional use permit upon finding the use would be compatible in the neighborhood.

(b) No use allowed under this overlay may be established or expanded, prior to obtaining a conditional use permit, if required in (a)(1) above; receiving approval from the Plan Commission via a Site Plan Review; and if required by the Plan Commission, a Development Agreement.

(c) Nonconforming uses per Sec. 66.0901, *Existing Non-Conforming Uses.*

(2) Architecture

The exterior of a building housing such use, or its accessory use, cannot be refaced (repainted, resided, the roof pitch altered, new windows or doors) or renovated, prior to receiving a successful Architectural Review by the Plan Commission to determine the compatibility with the historic character of the neighboring properties and compliance with Sec. 66.1055, *Architectural Review Criteria*, and Sec. 4200, *Illustrations*. If the project is for single family residential purposes, there shall be no fee is to be charged for the Architectural Review of a refacing or renovation project; short-term rental and all other uses shall be charged a Site Plan Review or Building Plan Review fee.

(3) Landscaping

With every Architectural Review application, except those existing buildings being refaced in Sec. 66. 0343(2) above, the applicant shall provide a landscape plan which illustrates the following:

(a) All existing tree canopies shall be preserved; no tree in excess of a twelve-inch diameter, as measured at chest height, shall be removed prior to securing approval from the Plan Commission; all development shall occur in such manner as to not jeopardize the root system of a tree of twelve-inch diameter or greater.

(b) For every development, one hardwood tree, at least six inches in diameter, shall be planted so as to result in one tree being planted or maintained every forty feet along all public rights-of-way and rear lot lines.

(c) In lieu of a hardwood tree every forty feet along the front lot line, the developer may install a white picket fence along the front lot line, provided the fence is flanked by mature trees, at least twelve inches in diameter, at the ends of the fence where the property meets the adjacent neighbor's property line.

(d) All properties shall be developed per a landscaping plan approved by the Plan Commission that integrates Cottage Garden or English Garden landscaping design styles. Cottage Garden design uses a multitude of fragrant flowers in bold and pastel hues, arranged in what appears to be a haphazard manner; the plants are a mix of perennials, annuals, and biennials, creating an on-going and evolving display of color throughout the spring, summer and fall seasons. Typical of the Cottage Garden style are climbing roses, flowering vines, and cascading plants that utilize space and create vertical interest. The feel is relaxed and natural. Cottage Garden design can be described as whimsical, inviting, and romantic. The English Garden is more structured and involves a combination of flowering gardens and well-groomed lawns, pathways, shrubs and trees. The feel of the English Garden is described as 'controlled chaos'. Like the Cottage Garden, it uses

plentiful and diverse flowers and greenery and tries to keep a balance of colors and designs. Typical in the English Garden are roses, clematis, delphiniums and wisteria. Colors and textures change with the seasons.

(e) All landscaping plans require review by the Plan Commission, if required by the Plan commission, a Development Agreement.

(f) The Village may require a sidewalk be installed, dependent on location.

(4) Parking

Due to the shallow depth of some lots in the B-2 district, it is often difficult to meet current parking standards found in Ch. 66, Sec. 400. Furthermore, it is acknowledged that many of the land uses allowed in this overlay rely on pedestrian traffic, not requiring parking.

(a) Nonconforming parking lots may be retained but shall not be reduced in number.

(b) If a land use change or expansion requires 25% or fewer additional parking stalls in addition to what is on site at time of permit application, the parking lot shall be increased to provide as many additional stalls as possible, within the dimensional requirements of this code, even if the resulting parking lot cannot provide all required stalls. If the additional parking required exceeds 25% of the available parking spaces on site, the application may be denied, or, the Plan Commission may make a special exception due to unique or unusual circumstances. If the new configuration of the parking lot does not meet setback or other design requirements, a variance shall be required.

(c) Any redevelopment or modification that results in an increase in the floor area of the pre-development structure, shall provide additional parking, as directed by the Plan Commission, provided the green space on the lot is 25% or greater. The design of the new parking areas shall be dictated by the Plan Commission, who shall take into account topography, green space, safety, runoff and aesthetics. Unhabitable basements, attics, and open porches or decks shall not be included in the floor area calculation.

(d) For those existing land uses that do not have parking onsite, or sufficient parking onsite for employees, provisions shall be made for employee parking that does not rely on public parking areas. The village may require a per employee fee in lieu of parking, said fee to fund a public parking lot in the Village. As an alternative, the Village may require bicycle racks to encourage non-motorized work trips.

(e) New uses, or the development of a vacant lot, shall have the parking requirements set by the Plan Commission, based on need, lot size, and the practicality of the use generating additional vehicular traffic to the neighborhood.

(5) Setbacks

(a) Applicable to existing developments that do not meet the setback provisions in Sec. 66.0322(4): All properties in the B-2 overlay district may be redeveloped utilizing the setbacks of the pre-construction development, provided no development occurs in a public right-of-way, easement, or on an adjacent lot. However, in such scenario, the footprint of the original structure may not be increased. In addition, a public hearing shall be held to ascertain if there are public concerns or objections that may need to be mitigated, or warrant modifications to the proposed project.

(b) Applicable to new developments on vacant lots and existing developments that meet the setback provisions in 66.0322(4): The Plan Commission may reduce setbacks to make the new structure appear it was developed approximately the same time as the development of the adjacent

properties. Setback averaging may be used to determine setbacks. Setbacks may be determined by considering existing or desired neighborhood development patterns.

(c) The modifications permitted in Sec. 66.0602, *Setback Modifications*, apply to the B-2 overlay.

(6) Height

(a) How Measured.

The total height of a building is that vertical distance of the front, or roadside, of a structure as measured from pre-existing grade along the roadbed nearest the proposed structure or modification to the highest point on the highest roofline. Said height limit shall exclude the modifications permitted in Sec. 66.0601(1), *Height Modifications*. It is acknowledged that due to topography a structure may be higher in the rear, or the side of the building not facing the road, and in such situation the excessive height shall be mitigated by installing era appropriate fencing and planting additional trees to minimize the view of the back of the structure as seen from adjacent lots, said fencing, canopy size and height to be determined by a ¾ majority vote of the Plan Commission.

(b) Height Limits.

(1) For those properties located in the Bluff Overlay Zone, no structure shall exceed 30' in height.

(2) For those properties located along Parkview Lane and Parkview Drive, structures are limited to 24' in height.

(3) For all other properties in the B-2 overlay, structures shall not exceed 30' and two floor levels; unhabitable basements and attics shall not be counted as a building floor.

(7) Accessory Buildings

With the exception of a singular one-story free-standing garage, accessory buildings shall be prohibited. A free-standing garage shall not exceed 24' x 24' and shall be architecturally compatible with the primary structure on the lot. Said garage requires architectural review by the Plan Commission and is subject to the landscaping requirements above.

(8) Signage

(a) Each property is allowed one ground or wall sign or projecting sign indicating the name of the property or business. Said sign shall be free-standing, or on the wall of the building, or extend from the overhang or roof of a porch, but not obstruct pedestrian access or travel. A free-standing (ground mounted) sign shall not exceed 8 square feet; a wall sign or sign extending from an overhang, roof or porch, shall not exceed 16 square feet. The sign shall be made of wood, appear woodgrain in texture, be three-dimensional, and have a scroll to the artwork. All such signs require design approval of the Plan Commission Chair. Said signs cannot be located in a public right-of-way, easement, or over a property line. If the sign is a ground mounted sign, the base of the sign shall be landscaped to match the landscaping on the lot. Said sign shall be made of wood or three- dimensional resembling wood; no metal signs shall be allowed.

(b) Each property is also allowed one wall sign, adjacent to the primary entrance to the building, said sign not to exceed 4 square feet in area. The sign shall be made of wood or three-dimensional resembling wood; no metal signs shall be allowed. No sign shall be illuminated from within,

including 'open' signs.

(c) One sandwich board sign is allowed, provided the signboard is slate with a three-dimensional woodgrain trim and does not exceed 6 square feet, including the trim. Said sandwich board sign is not permitted off-site or on a sidewalk.

(d) One sign placed at the entrance of the space for each separate tenant space in multi-tenant buildings may be placed on the building and each directory sign shall not exceed two square feet per side. In lieu of one entrance directory sign for each separate tenant space, a single wall sign may be permitted. The area of the wall sign shall be no larger than the cumulative amount of the permitted separate entrance directory signs. The sign shall be in addition to the signs and size limitations allowed above.

(9) Number of Uses Per Lot

Every current lot that was in existence as of the date the Village of Sister Bay adopted zoning shall be considered a separate, buildable lot, provided a structure thereon can meet setbacks and contains adequate space for a building and required parking. Every such lot shall be permitted one building to house one of the uses listed in the Table of Uses allowed in the B-2 district, or as approved by conditional use permit. A second use in a building may be allowed provided the Plan Commission finds there will be no additional need for parking or the parking demanded can be accommodated on the same property.

II. Amend the Downtown Business District rules to limit the height of buildings on private property on the west (water) side of North Bay Shore Drive to not block the view of the bay from properties on the east side of the road, and, to retain the view of the water as vehicles drive north from the intersection of State Highways 42 and 57.

Amend the table in Sec. 66.0323(3), Principal Structure, Business, Maximum Height and Accessory Structures, Maximum Height, as follows:

Principal Structure, Business	Maximum Height	35 Feet [~~15~~]
	Minimum Floor Area	None
Accessory Structures	Maximum Height	35 Feet [5], But Shall Not Exceed Height of Principal Structure

[1] Forty (40) feet from the centerline of the street right-of-way or 20 feet from the property line, whichever is greater.

[2] If the buildings on adjoining lots will abut one another and are visually compatible and complementary, the Plan Commission may allow the affected property owners to enter into a written, recordable agreement that establishes a zero foot side setback. *(Amended Ordinance 161-120809)*

[3] For buildings on through-lots, (lots with front and rear frontage onto a street), front yard setbacks shall apply.

[4] Every development shall provide and maintain a public sidewalk with a minimum width of five (5) feet across the front of the parcel and side yard abutting a public street, as well as an additional three (3) feet of landscaping, and one or more of the "pedestrian amenities" listed in (6)(b).

[5] Applicable to privately owned properties on the west side of North Bay Shore Drive, adjacent to North Bay Shore Drive, north of Bluffside Lane to Post Office Lane: As of the adoption date of the amendment, the height of a building or structure shall not be increased prior to receiving a conditional use permit from the Plan Commission. The Plan Commission shall only approve the conditional use permit if it has been demonstrated the additional height will not be detrimental to the viewshed of properties on the east side of Bay Shore Drive within 300 feet of the building or structure being modified. It shall be the responsibility of the applicant to prove no detriment to the viewshed of the waters of Green Bay.

III. Amend Section 1500, *Administration*, to improve processes, be compatible with state statutes, and reflect standards for review commonly used in processing applications.

Sec. 66.1500 Plan Commission

(1) Powers and Duties:
The Plan Commission shall perform such duties as are prescribed by Wis. Stats., §62.23, and has such further powers as may be delegated to it by the Wisconsin Statutes and Village ordinances. The Plan Commission shall have the duties of making reports and recommendations related to the planning and development of the Village to public officials, agencies, public utility companies, civic, educational, and professional and other organizations, and citizens. The Plan Commission may employ consultants, to the extent that the Village budget allows, who may prepare surveys and studies, prepare plans and recommendations, and perform other duties assigned by the Plan Commission. In general, the Plan Commission shall have such powers as may be necessary to enable it to perform its function and promote municipal planning. Decisions, interpretations, and recommendations of the Plan Commission shall take into account existing local, state and federal ordinances, statutes and regulations, together with recent modifications to those legal sources.

Sec. 66.1505 Public Information

To the fullest extent possible, the Plan Commission and Zoning Administrator shall make available to the public, all reports and documents concerning the Village Comprehensive Plan and any component thereof. In addition:

(1) All available information in the form of reports, bulletins, maps and engineering data shall be readily available and widely distributed.

(2) Where ~~useful~~practical, marks on bridges or buildings or other markers may be set to show the depth of inundation during the 100-year recurrence interval floodplain at appropriate locations within the floodplain.

(3) ~~Where useful~~When practical, wetland boundaries may be staked in the field and said boundaries may be identified on a plat of survey.

(4) Information regarding the location of flood~~lands~~plains and wetlands shall be provided to realtors, lenders, and the public. If known, and upon request, a~~A~~ll legal descriptions of property containing flood~~lands~~plains or wetlands should include information designating the flood~~land~~plain or wetland areas when property is transferred.

(5) Fees necessary to recover the costs of providing information to the public ~~may~~ shall be established by the Village Board.

Sec. 66.1510 Zoning Administrator Designated

The Village Zoning Administrator, or designee, is hereby designated as the administrative and enforcement officer for the provisions of this chapter. The duty of the Zoning Administrator, or designee, shall be to interpret and administer this chapter and to:

(1) Maintain permanent and current records of all approvals and other actions, including, but not limited to, all maps, zoning ordinance amendments, zoning permits, conditional use permits, planned unit development approvals, temporary use approvals, sign permits, site plans, certificates of compliance, variances, appeals, interpretations, and applications~~therefore~~.

(2) Determine that all zoning permit applications and their constituent plans~~,~~; certificate of ~~occupancy~~ compliance requests~~applications~~~~,~~; sign permit applications and their constituent plans~~,~~; and other applications and ~~site~~ plans comply with all the provisions of this chapter.

(3) Make interpretations regarding the provisions of this chapter.

(4) If requested or helpful, r~~R~~eceive, file and forward (to the appropriate person, committee or agency) all completed applications for any permit or procedure provided for in this chapter.

(5) Inspect all structures, lands and waters as often as necessary, to assure compliance with this chapter.

(6) Issue permits as required by this chapter. Issuance may include conditions, as deemed necessary to insure compliance with this chapter.

(7) Upon receipt of a survey from the property owner or their agent, r~~R~~ecord the lowest floor elevations of all structures erected, moved, altered or improved in the flood-land ~~districts~~areas.

(8) Investigate all complaints made relating to the location of structures and the use of structures, lands and waters, give notice of all violations of this chapter to the owner, resident, agent, or occupant of the premises.

(9) Is permitted access to premises and structures during reasonable hours to make those inspections as deemed necessary by the Zoning Administrator to ensure compliance with this chapter. If, however, he/she is refused entry after presentation of their identification, he/she may procure a special inspection warrant in accordance with Wis. Stats., §66.122.

(10) Prohibit the use or erection of any structure until they have inspected and approved such use or erection.

(11) Institute, in the name of the Village, any appropriate action or proceeding against a chapter violator, as provided by law.

(12) Request Assistance and cooperation from the Door County Sheriff's Department and Village Attorney as deemed necessary.

(13) Attend all meetings of the Plan Commission and the Village Zoning Board of Appeals.

Sec. 66.1520 Development Agreement Required

(1) The Applicant shall be required to enter into a Development Agreement with the Village at the time of approval ~~submission~~ of an application for a Zoning Permit for all projects and developments listed below:

(a) All new construction other than individual single-family homes, which are not part of an active subdivision or condominium plat.

(b) ~~All projects that require a conditional use permit.~~

(c) Commercial projects, including those projects in existing buildings involving a change of use or occupancy, expansion, or where the building is non-conforming for setback, height or parking.

(d) The Plan Commission shall have the authority to exempt an applicant from securing a Development Agreement with a ¾ majority vote of the Plan Commission.

(2) Applicants shall agree to reimburse the Village for all costs incurred by the Village for engineering, inspection, planning, legal and administrative expenses in:

(a) Processing, reviewing, revising, and approving conceptual, preliminary or final development plans, including meeting time, regardless of whether the developer attended or participated in the meeting; and,

(b) Processing, reviewing, revising, drafting and approving any agreements, easements, deed restrictions or other documents associated with the proposed use; and,

(c) Inspection and approval of construction and installation of all improvements provided for in the development, including but not limited to, consultation reasonably required to address issues and problems encountered during the course of design and construction of the development. Such costs shall include the costs of Village consultants, including engineers, attorneys, inspectors, planners, ecologists, agents, sub-contractors and the Village's own employees. Such costs shall also include those for attendance at meetings. The cost for outside services shall be the direct costs incurred by the Village. The cost for Village employees' time shall be based upon the classification of the employee and the rates established by the Village Board, from time to time, for each such classification.

(3) ~~At the time of filing of the application, the Applicant shall deposit with the Village Treasurer the sum of Two Thousand Dollars ($2,000.00) in the form of cash. The Village shall apply such funds toward the payment of the above costs. If at any time the deposit becomes insufficient to pay expenses incurred by the Village for the above costs, the Applicant shall deposit required additional amounts within fifteen (15) days of written demand by the Village Administrator. Until the required funds are received, no additional work or review will be performed by the Village as to the plan under consideration.~~

(4) ~~Within 60 days after any final action by the Village and execution of any documents by all parties, or upon abandonment of the plan, the Village shall furnish the Applicant with a statement of all such costs incurred by it with respect to such plan. Any excess funds shall be remitted to applicant, and any costs in excess of such deposit shall be paid by the applicant. Any interest earned on the deposit shall re-main the property of the Village to partially offset administrative expenses associated with planning and development.~~

(5) Failure to sign a Development Agreement within six (6) months of approval by the Village Board shall be deemed a forfeiture of the Agreement offered and any future land disturbance, development, or use of the building or property shall be in compliance with this chapter. After the proposed development agreement offer has expired, should a landowner wish to proceed with the project in the future, they shall begin the application process anew.

Sec. 66.1525 Terms of Development Agreement

The ~~D~~development ~~A~~agreement shall, at a minimum, ~~also~~ include the following terms and conditions:

(1) The site plan, parking plan, trail locations or future trail easements, grading plan, lighting plan, stormwater management plan, landscaping plan, building architectural plans, phasing plan and such other requirements as established by the Plan Commission.

(2) Any necessary streets and appurtenances thereto, including sidewalks or trails, shall be constructed at the expense of the Applicant in as required by the Plan Commission, or in accordance with the provisions of Chapter 54 of the Municipal Code of Ordinances, which are in effect at the time of such construction.

(3) Sanitary and water mains and laterals, and storm water drainage facilities, and any related off-site improvements shall be paid for, constructed and installed by Applicant as required by the Village, and the provisions of Chapter 62 of the Municipal Code of Ordinances at applicant's expense.

(4) Assignment of culvert and landscape maintenance responsibilities to the owner(s) of the property in accordance with the submitted site plan and landscape plan and the ability of the Village to conduct such work and charge all costs incurred by the Village as a special charge against the real estate upon owner's failure to maintain.

(5) Applicant shall agree to indemnify and hold the Village and its agents harmless from and against claims related to the performance of work at or for the site.

(6) Applicant's principals shall be personally responsible for reimbursement of costs to the Village in the event the Applicant does not proceed with the actual installation as approved by the Village.

(7) Applicant shall be responsible for payment of the Village's costs, disbursements and attorney's fees to draft and review the Development Agreement and in the event the Village brings legal action to enforce compliance with this Aagreement and a final determination is made in favor of the Village.

(8) The terms and conditions of the Aagreement shall extend to the heirs, administrators, successors in title and assigns of the applicant, including personal liability. However, Applicant may not assign its rights, duties and responsibilities under this Agreement to any other third party without first obtaining the prior written consent of the Village.

(9) If acceptable to the Village, tThe Applicant shall convey all necessary easements to the Village.

(10)As a condition precedent to the execution of the Development Agreement, the Applicant shall post a cash deposit or file a letter of credit with the Village guaranteeing compliance with the Village Ordinances and provisions of the Development Agreement. The security shall be such amount as to cover 100% of the estimated costs of storm water drainage, lot grading, landscaping, and any street construction work as provided for under the Development Agreement. The estimated costs shall be provided by the Applicant or his engineer and shall be subject to the approval of the Village.

(11)Other terms that the Village and Applicant shall agree to be deemappropriate.

Sec. 66.1530 Zoning Permit Required

All zoning permits for new construction, expansion, reconstruction and remodeling, and change of use are issued under the condition that such construction shall comply with all applicable state and federal standards and local building codes. Acceptance of a permit shall deem acceptance of all conditions imposed upon the permit. No structure shall hereafter be located, erected, moved, reconstructed, extended, enlarged, or structurally altered, or the use changed, until after the owner or theirhis/her agent has secured a zoning permit, if required, from the Zoning Administrator, or theirhis/her designee, unless otherwise exempted pursuant to Section 66.0501 of this Chapter. Applications for a zoning permit shall be made in duplicate to the Zoning Administrator on forms furnished by the Zoning Administrator and shall include the non-refundable fee established by resolution of the Board of Trustees and all required plans. No permit application will be processed until the Zoning Administrator has received a completed application which contains the following, where applicable:

(1) Names and addresses.
Names and addresses of the applicant, the owner of the site, the architect, the professional engineer and the contractor.

(2) Lot description.

A description of the subject site by lot, block and recorded subdivision, or metes and bounds; address of the subject site; type of structure; existing and proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site lies.

(3) Plat of Survey.

A plat of survey prepared by a registered land surveyor showing the following information:

(v) Location of all trees with a well-defined stem at least three (3) inches in diameter measured at a height 4 ½ feet above the ground, and, which trees are to be removed during construction.

(4) Plans. Plans shall be drawn to scale and include the scale and dimensions as appropriate or required by the Zoning Administrator. The intended use of all rooms shall be identified on the floor plans.

(a) A site plan showing the proposed development in relation to all surface water, roads, rights-of-way, easements, and lot lines.

(b) All foundation plans, including basement plans and floor plan of said basement.

(c) All floor plans.

(d) All elevation views, including the height of the building, as measured from finished grade.

(5) Compliance with building codes; burying utilities.

All construction and remodeling activity that also requires ~~s~~ building permits and inspections shall comply with ~~the~~ Chapter 14 of the Municipal Code of Ordinances, and other applicable Village and State building codes. All utilities including electric, telephone, cable television, water and sanitary sewers shall be buried for all new structures. Utilities shall also be buried for remodeling projects where the value of the project is in excess of 50% of the equalized value. No utility shall be buried without the express written approval of the Zoning Administrator or Utilities Director; depending on disturbance activity involved, a permit may be required to bury the utility.

(6) Setback and footing inspection and permit.

The owner, tenant, contractor or agent shall notify the Building Inspector in writing or on forms provided by the Building Inspector 48 hours (excluding Saturdays, Sundays and legal holidays), or as required by the Building Inspector, if different, prior to the pouring of footings so that the Building Inspector may inspect the location of the footings for compliance with the ~~setback provisions of this chapter and~~ zoning permit and compliance with state building codes. No footings shall be poured or otherwise made permanent until such inspection and approval of the footings for compliance ~~with is chapter~~ has been given by the Building Inspector. ~~The Building Inspector shall conduct the setback and footing inspection within 48 hours of being notified. However, if it is shown for good cause that the inspection cannot be made within the 48 hours, the inspection may be delayed by the Building Inspector an additional 48 hours (excluding Saturdays, Sundays and legal holidays) upon verbal or written notification of the owner, tenant, contractor or agent by the Building Inspector. Failure to provide the required notice to the Building Inspector or pouring of footings or otherwise making them permanent without the approval of the Building Inspector shall result in an immediate penalty of $500.00 in addition to the provisions of Section 66.1550.~~

(7) Waiver of some requirements.

In the sole discretion of the Zoning Administrator they ~~he/she~~ may waive the requirements for certain plans, specification, data, or the plat of survey when the application is to execute minor alterations or repairs to a building or structure, documentation is already on file at the Village offices, or provided that the proposed construction, alteration, or repair is sufficiently described in the application for the permit.

(8) Proposed sewage disposal plan if municipal sewerage service is not available.

This plan shall include a copy of the permit issued by the appropriate regulatory agency for the installation of an on-site soil absorption sanitary sewage disposal system, or other appropriate means of waste disposal.

(9) Proposed water supply plans if municipal water service is not available.

This plan shall be in accordance with state codes ~~chapter NR 112 of the Wisconsin Administrative Code~~ and shall be approved by the Village Engineer or Utilities Director who shall certify in writing that an adequate and safe supply of water will be provided.

(10) Proof of approved access and address assignment.

If no approved village access to a site exists, prior to development, the landowner shall secure a driveway permit. The driveway permit shall only be issued if the culvert size, surface, width, and setbacks meet the provisions of this chapter. Driveway permits are required for access to all roads, regardless of jurisdictional authority. Before a zoning permit can be issued the landowner shall secure an address assignment in accord with this chapter. Driveway permits are valid for one year; if no action commences to physically install the access point within twelve (12) months of permit issuance, the permit shall be deemed expired.

[Renumbered, becomes new number 11] Culverts.

No zoning permit shall be issued for the erection or construction of any building or structure on platted or unplatted land along a public or private street with roadside ditches, unless the owner or agent has arranged, with the Village Engineer, for the installation of a culvert of such size and length to preserve the capacity and grade of any drainage ditch laid alongside the public street or public service drive abutting the property. The Village engineer shall determine the size and length of the culvert required, but in no case shall the culvert extend beyond the width of the driveway. ~~be less than 18 inches in diameter and less than 15 feet longer than the width of the driveway on which it is installed.~~ A driveway permit shall be required for the installation of the culvert.

(11) Condominium declaration.

Any developer of land in the Village who elects to create a condominium pursuant to chapter 703 of the Wisconsin Statutes shall submit a copy of the Condominium Declaration, and any amendment thereto, to the Zoning Administrator to be attached to the file copy of the Zoning Permit application or other application required by this chapter.

~~(10) Estimate of the cost of completing the site plan improvements including, but not limited to, landscaping, paving, drainage facilities, sign installation, and lighting.~~

(12) Environmental Assessment.

The developer shall provide an evaluation of the site for wetlands, woodlands, ridges or swales, natural landforms or other natural areas if so directed by the Zoning Administrator. For those properties in a Bluff Protection Overlay, or adjacent to said overlay, the Zoning Administrator may require evidence from a professional engineer that the project will not jeopardize the integrity of the escarpment or cliff face or result in undue water that could result in dissolution of the karst feature. The Zoning Administrator may also request an environmental assessment or impact assessment to ensure the integrity of the escarpment is not diminished; there are no rare, endangered or threatened species present; or there are no cultural or historical resources present.

(13) Grading Plan Review. [Renumbered and as amended in other amendment proposed]

A grading plan is an important element in preventing property damage, flooding and view vistas. A grading plan takes into account the existing topography of the development and its relationship with adjacent properties. Proper grading avoids the need for retaining walls, storm drainage systems, swales on the development and adjacent properties.

(a) Building construction projects that have less than a two-foot change in elevation between the preconstruction grade and finished grade are not required to have engineering review of the grading plan.

(b) Building construction projects that are not otherwise exempt shall have a grading plan prepared by a qualified professional engineer. The proposed project shall comply with the Village's Grading Standards as developed by the Village Engineer. A zoning permit shall not be issued for a project requiring a grading plan until it is approved by the Village Engineer.

(14) Additional information.

Additional information, such as a traffic impact analysis, or acoustics report, as may be required by the Plan Commission, Village Engineer, Zoning Administrator, ~~Wastewater Superintendent~~Utilities Director, or Fire Inspector.

(15) [Culvert section moved to new number 11]

(16) Outstanding fees and assessments; violations.

No zoning permit shall be issued until the Village has investigated the fact that all outstanding connection and development fees, ~~and~~ citations, or special assessments levied against the property have been fully paid or an agreement for payment to the Village by the property owner has been executed, and all known violations have been resolved.

(17) Zoning permit for use expiration.

Unless part of a Development Agreement, r~~R~~egular zoning permits to establish a use shall expire twelve ~~24~~(12) months from the date of issuance if no action has commenced to establish the use. Any change of land use after the expiration of a zoning permit shall be considered a violation of this chapter. Provided there has been substantial progress towards the establishment of the use, the permit can be renewed for one (1) twelve (12) month period. Subsequent renewals shall not be allowed, and the project will require the authorization of a new permit and associated permit processes, such as site plan review and if required, Development Agreement. If part of a Development Agreement, permit expiration shall be as described in the Development Agreement.

(18) Zoning permit for construction expiration.

Regular zoning permits for construction of a structure shall expire twelve ~~24~~(12) months from the date of issuance or at the same time as the building permit, or, if part of a Development Agreement, as described in that Development Agreement. Any exterior construction after the expiration of a zoning permit shall be considered a violation of this chapter. Provided construction has been started within the initial twelve (12) months following permit issuance, and there has been substantial progress towards completion of the structure, then the permit may be renewed for one (1) twelve (12) month period. Subsequent renewals shall not be allowed, and the project will require the authorization of a new permit and associated permit processes, such as site plan review and if required, Development Agreement.

(19) Action in writing.

A zoning permit shall be granted or denied in writing by the Zoning Administrator or designee. For purposes of providing a land use decision, written notification may be provided electronically; a copy of said decision shall be retained in the file.

(20) Resubmission.

No regular zoning permit application that has been denied shall be resubmitted or processed within twelve (12) months of said denial unless substantial changes have been made to the application that could result in the potential issuance of a permit. A new completed application is required with each resubmission.

Sec. 66.1531 Zoning Permit Not Required

No zoning permit shall be required for any of the following activities~~:~~ provided that any work that does qualify for an exemption under this section shall be required to comply with the applicable setback, height, and other requirements set forth in this chapter:

(1) Accessory structures shall require a regular zoning permit except~~:~~ minor structures such as birdhouses, yard light poles, birdbaths, doghouses (housing dogs which are licensed as the personal pets of the residents of the property), tree houses, children's play apparatus, functional home heating oil storage tanks, clothesline poles, lawn ornaments, flag poles, mailboxes, garbage containers (storage containers or fences to conceal refuse and recycling receptacles from public view shall require a zoning permit), and ice fishing shanties. Accessory buildings greater than 120 square feet in area shall also require the issuance of a building permit.

(2) For minor repairs, as determined by the Zoning Administrator, that do not alter the size or position of an existing structure on a lot.

Sec. 66.1532 Certificates of Occupancy and Compliance Required

(1) Certificate of occupancy.

No vacant land shall be occupied or used; and no building or premises shall be erected, altered, or create a change in use; and no non-conforming use shall be changed, or extended until a certificate of occupancy has been issued by the Building Inspector~~, Zoning Administrator or designee~~. Such certificate shall show that the building, premises or part thereof complies with the provisions of ~~this chapter~~ the applicable state codes. Such certificate shall be applied for prior to the time of occupancy of any land and/or building.

(2) Certificate of compliance.

No building or land authorized for development for which a permit or other approval has been issued by the Zoning Administrator, Plan Commission or Village Board shall be used for such purpose until ~~located in a business district and used for business purposes shall have the use changed without the issuance of a new~~ a certificate of compliance has been issued by the Zoning Administrator or designee. Such certificate shall show that the building or premises or part thereof are~~is~~ in compliance with the provisions of the Zoning Code~~, Building Code, Electrical Code, Fire Prevention Code and the Plumbing Code of the Village and State of Wisconsin~~. Application for a certificate of compliance shall be made in the same manner as for a zoning permit pursuant to ~~s~~Sec.~~tion~~ 66.1530 of this chapter. It shall be the responsibility of the landowner to obtain the certificate of compliance.

Sec. 66.1535 Conditional Use Permit

~~(Note: This section was amended in its entirety by Ordinance 173-081010)~~

The Village Board has ~~may~~ authorized the Zoning Administrator to issue a conditional use permit for a conditional use ~~after a~~ upon review and ~~recommendation~~ approval by the Plan Commission following a public hearing, or, if required, a Development Agreement approved by the Village Board. The request for a permit for a conditional use shall be filed with the Zoning Administrator on an official completed application form and shall be accompanied by the required non-refundable fee and detailed written and graphic materials fully explaining the proposed development. The applicant shall explain in writing why a conditional use permit should be issued addressing the criteria in subsection (~~i~~9) below. A public hearing shall be conducted by the Plan Commission.

(1) Applicant.

Names and addresses of the applicant, owner of the site, architect, professional engineer, contractor and all opposite and adjacent ~~abutting~~ property owners of record.

(2) Project Description.

Description of the subject site by lot, block, and recorded subdivision or by metes and bounds; address of the subject site; type of structure; existing and proposed operation or use of the structure or site; number of employees; and the zoning district within which the subject site is located.

(3) Plat of Survey.

Plat of survey prepared by a registered land surveyor showing all of the information required under ~~s~~Section 66.1530(~~c~~3) for a zoning permit and, in addition, the ordinary high-water mark, and existing and proposed landscaping.

(4) Additional Information Required.

Additional information as may be required by the Plan Commission, Village Engineer, Zoning Administrator, ~~Utility Manager~~Utilities Director, or Fire Inspector.

(5) Conditional Uses Will be Reviewed as to Intent.

~~A conditional use is development, which would not generally be appropriate within a district, but might be allowed in certain locations within the district, if specific requirements are met. The compatibility must be judged on the basis of the particular circumstances and may require the imposing of conditions before the use, development or occupancy is permitted. The intent is to allow a reasonable degree of discretion to the Plan Commission in determining the suitability of a particular use or development at a specific location.~~ A conditional use permit application will be reviewed for compliance with the purpose and intent of the ordinance, as described in Section 100 of this chapter. Any conditions imposed shall serve the purpose of reinforcing code requirements and furthering the purpose and intent of this chapter.

(6) Plan Commission Action.

The Plan Commission encourages all applicants to present their conceptual plans or land use proposal to the Commission prior to filing for the conditional use permit. Such preliminary review may minimize the need for changes later, save time and money for the applicant, and avoid a denial or delay in review. The Plan Commission is empowered to recommend to the Village Board approval of the permit and approval of a D~~d~~evelopment A~~a~~greement for a conditional use if the following requirements are met. Uses, which require such a permit, are identified in the respective district regulations. The Plan Commission may make such recommendation as it deems appropriate regarding approval of the request. ~~The Board of Trustees shall approve or deny all conditional use permits and related development agreements as submitted.~~

(7) Conditions.

Conditions imposed on a permit must be related to the purpose and intent of the ordinance and be based on substantial evidence and must be reasonable and to the extent practicable and measurable. For purposes of conditions imposed on a conditional use permit, substantial evidence means facts, and information, other than merely personal preferences or speculation, directly pertaining to the requirements and conditions an applicant must meet to obtain a conditional use permit and that reasonable persons would accept in support of a conclusion. Acceptance of the conditional use permit shall be deemed acceptance of all conditions contained therein.~~related to landscaping, architectural design, type of construction, construction commencement and completion dates, sureties, lighting,~~

~~fencing, operational control, hours of operation, traffic circulation, deed restrictions, access restrictions, setbacks and yards, sewerage disposal, water supply, storm water management and parking requirements may be required by the Village Plan Commission upon its finding that such conditions are necessary to fulfill the purposes and intent of this chapter.~~

(8) Issuance and Safeguards.

If a ~~D~~development ~~A~~agreement is required, the permit for a conditional use shall be part of the ~~D~~development ~~A~~agreement~~,~~ and shall be attached thereto. In ~~recommending~~ approving any conditional use, the Plan Commission may prescribe appropriate conditions and safeguards in conformity with this chapter. The Plan Commission may request that the Village be provided with either a surety bond, cash escrow, certificate of deposit, securities, or cash deposit prior to issuance of the conditional use permit. The security shall be used to guarantee compliance with the conditions of the permit and shall be returned to the developer when a~~n occupancy permit~~ certificate of compliance is issued.

(9) Decision Criteria.

In making a determination on an application for a conditional use, the Plan Commission shall consider all relevant factors specified in other sections of this chapter including standards for specific requirements for certain land uses and activities. The Plan Commission shall consider the following criteria:

(a) Compatibility.

The compatibility of the proposed use with existing development within the area. ~~300 feet of the proposed use and within 500 feet along the same street and development anticipated in the foreseeable future within the neighborhood and conditions, which would make the use more compatible~~.

(b) Health and safety.

The establishment, maintenance, or operation of the conditional use will not be detrimental to or endanger the public health, safety, comfort or general welfare.

(c) Consistency with the Comprehensive Plan.

The relationship of the proposed use to the objectives of the Village of Sister Bay comprehensive plan. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

(d) Importance of Services to the Community.

The importance of the services provided by the proposed use to the community, if any, and the requirements of the use for certain locations, if any, and without undue inconvenience to the developer and the availability of alternative locations equally suitable.

(e) Neighborhood Protections.

The sufficiency of the terms and conditions proposed to protect and maintain the uses in the surrounding neighborhood. The conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted nor substantially diminish and impair property values within the surrounding area.

(10) Conformance with other Requirements of the Chapter.

The conditional use shall in all other respects conform to the applicable regulations of the district in which it is located, including but not limited to parking, landscaping, setbacks and other dimensional criteria. ~~and the Plan Commission shall find that there is a public necessity for the conditional use.~~

(j~~)~~ ~~Other Factors.~~

~~Other factors pertinent to the proposed use, site conditions or surrounding area considerations, which the Plan Commission feels, are necessary for review in order to make an informed and just decision.~~

(11) Public Hearing.

Whenever a conditional use permit is requested and the required public hearing is scheduled and noticed by the Village as a Class 2 notice, the Village shall give notice, by regular mail, of the proposed conditional use to all property owners whose property lies within 300 feet measured in a straight line from the exterior boundary of the property subject to the proposed conditional use permit. The notice shall be mailed at least ten days prior to the hearing; however, failure of a neighboring property owner to receive such mailed notice shall not invalidate a public hearing. If action on the application is delayed more than 120 days from the date of public hearing, a new public hearing shall take place. If the delay is the result of the action of the Plan Commission, the new hearing fee is waived; however, if the new hearing is the result of a delay on the applicant's part, the applicant shall pay for a new permit fee, which is used to cover the costs of a new public hearing. ~~In addition to the notification requirements listed above, applicant shall post signage visible to every facing street at least ten days prior to the hearing. The signage shall identify the property as being the subject of a public hearing and identify the appropriate Village office that may be contacted for information.~~

(12) Resubmissions.

A conditional use permit application that has been heard and denied shall be eligible to be resubmitted only if the applicant submits an affidavit to the Plan Commission identifying how the new application materially differs from the previous application or identifying substantial new evidence that will be offered. The Plan Commission shall review the affidavit and then vote by simple majority of the members present on the question of whether the changes or new evidence would be of such significance that the Plan Commission may consider changing the previous decision. If the resubmission is accepted, the Plan Commission shall schedule a hearing on the entire resubmitted application. If the Plan Commission rejects the resubmitted application, a new application shall not be submitted during the following twelve (12) months.

(13) Notice to DNR.

The Plan Commission shall transmit a copy of each application for a wetland conditional use in the W-1 district to the Wisconsin Department of Natural Resources (DNR) by certified mail at least ten (10) days prior to the public hearing. Final action on the application by the Village Board shall not be taken for thirty (30) days from the date the DNR receives notice of public hearing by certified mail or until the DNR has made its recommendation, whichever comes first. A copy of all wetland conditional use decisions shall be transmitted to the DNR within ten (10) days following the decision.

(14) ~~Expiration of Conditional Use Permit That Was Issue for a "Use".~~ Conditional Use for Use Expiration.

Conditional use permits to establish a use shall expire twelve (12) months from the date of issuance if no action has commenced to establish the use, unless a different time is established as a condition of granting the conditional use permit or established in the Development Agreement. Any change of

land use after the expiration of a conditional use permit shall be considered a violation of this chapter.

(15) Conditional Use for Construction Expiration.

Conditional use permits for construction of a structure shall expire twelve (12) months from the date of issuance, unless a different time period is established as a condition of granting the conditional use permit or per the signed Development Agreement. Any exterior construction after the expiration of a conditional use permit shall be considered a violation of this chapter and shall warrant consideration for revocation of the ~~C~~conditional ~~U~~use permit in accordance with section 66.1535(~~1~~15) of this chapter.

(16) Amendments.

Changes subsequent to the initial issuance of a conditional use permit, which would substantially affect the conditions listed in section 66.1535(~~e~~7) of this chapter, shall require an amendment to the conditional use permit. The process for amending a permit shall generally follow the same procedures as those required for granting a conditional use permit as set forth in this section including filing a new conditional use permit application and non-refundable fee and public hearing.

(17) Revocation of Conditional Use Permit.

Should a permit applicant, their heirs or assigns, fail to comply with the conditions of the permit issued by the Zoning Administrator or should the use or characteristics of the use be changed without prior approval by the Plan Commission~~Village Board~~, the ~~C~~conditional ~~U~~use ~~P~~permit may be revoked. The process for revoking a permit shall generally follow the same procedures as those required for granting a conditional use permit as set forth in this section.

(18) Existing Conditional Uses.

All uses existing on the effective date of this chapter, which would be classified as conditional uses in the particular districts concerned, if they were to be established after the effective date of this chapter, are hereby declared conforming conditional uses. Any proposed change or expansion, including signage and parking, of the existing operation shall be subject to the conditional use procedures and regulations in this section, as if such use was being newly established.

Sec. 66.1540 Other Permits

It is the responsibility of the permit applicant to secure all other necessary permits required by the Village, or any state, federal, or county agency. This includes, but is not limited to, a water use permit pursuant to ~~C~~chapter 30 of the Wisconsin Statutes, a water quality certification pursuant to Chapter NR 103 of the Wisconsin Administrative Code, or a wetland fill permit pursuant to section 404 of the Federal Water Pollution Act.

Sec. 66.1545 Permit Fees

All persons, firms, or corporations performing work, which by this chapter requires the issuance of a permit or planning review, shall pay a non-refundable fee for such permit or review to the Village ~~Clerk~~ at time of application to help defray the cost of administration, investigation, advertising, hearings, and processing of permits and variances and other required processes. The permits and processes for which a fee is required are identified on the resolution adopted by the Village Board that sets the fee schedule ~~the Building Permit, Certificate of Occupancy, Conditional Use Permit and Sign Permit. A fee shall also be required for a zoning text or map amendment, and zoning appeal or variance~~. ~~The fees shall be set forth in the Municipal Code of the Village, or by Resolution as amended from time to time.~~

Sec. 66.1550 Violations

It shall be unlawful to construct or use any structure, land or water in violation of any of the provisions of this chapter. Failure to secure the necessary permits prior to commencing construction or land use activity shall also constitute a violation. In case of any violation, the Village Board, the Zoning Administrator, the Plan Commission or any property owner who would be specifically damaged by such violation may institute appropriate action or proceedings to enjoin or abate a violation of this chapter. Every day of violation shall constitute a separate offense.

Sec. 66.1560 Remedial Action

Whenever an order of the Village Board, Plan Commission or Zoning Administrator has not been complied with within 30 days after written notice has been mailed or emailed to the owner with a successful read receipt to the owner, resident agent, or occupant of the premises, the Village Board, the Plan Commission, the Zoning Administrator, or the Village Attorney may institute appropriate legal action or proceedings to prohibit such owner, agent, or occupant from using such structure, land, or water; and to cause to remove such structure or use.

Sec. 66.1570 Penalties

Penalties for violati~~on~~ing ~~of~~ the provisions of this chapter shall be in accordance with the provisions of the Municipal Code.

Sec. 66.1575 Renewal of Permits

If construction has commenced prior to the expiration of a regular zoning permit or conditional use permit, but is not completed prior to such expiration, a twelve (12) month renewal regular zoning permit shall be issued by the Zoning Administrator upon submittal of a renewal application and fee. Additional renewals may only be granted by the Plan Commission. ~~shall be granted by the Zoning Administrator upon a finding that substantial progress had been made during the previous year toward completion of the structure. If a 12-month period passes without evidence of substantial progress towards completion, the zZoning aAdministrator shall advise the Plan Commission of such fact and the Plan Commission may call a public hearing on the matter and may impose a completion schedule.~~ A structure shall be deemed completed when the roof, exterior walls, doors, windows and sub-floors are in place and finished and utility connections have been made and required landscaping and site improvements have been made.

IV. The current code uses the terms both 'open space' and 'green space' interchangeably, and has errors in the amount of green space allowed in zoning districts. The amendments clarify the term to be used shall be 'green space', corrects the district tables, and makes sure lower density districts, and districts intended for less development, require more green space than certain other districts intended to be developed at a higher density or lot coverage.

Amend Sec. 66.0303(5): No Village Board approved public improvement on private land, installed after the adoption of this section of the Code, shall deem the lot nonconforming in size as a result of the public improvement, nor shall any publicly installed impervious surface be counted toward the impervious surface or ~~open~~green space limitations in this Code.

Amend Sec. 66.0311(4) (R-1):

Minimum Green Space	~~20~~50% of Lot Must Be Left As Green Space

Amend Sec. 66.0312(4) (R-2):

Minimum Green Space	~~60~~40% of Lot Must Be Left As Green Space

Create Sec. 66.0314(4) (R-4):

Minimum Green Space	20% of Lot Must Be Left As Green Space

Amend Sec. 66.0331: The P-1 Park District is intended to provide for areas where the ~~open~~green space and recreational needs of the citizens of the Village can be met without undue disturbance of natural resources and adjacent uses.

Amend Sec. 66.0331(4)(b): The total of the floor area on all floors of the principal building and all accessory buildings including the required parking, driveways and sidewalks shall not exceed 25 percent of the lot area, which shall be left as ~~open~~green space. *(Amended Ordinance 159-120809)* However, for public historic sites with more than one principal building, it shall be the footprint of all buildings, parking, driveways and sidewalks that shall not exceed 25 percent of the lot area, which shall be left as ~~open~~green space.

Amend Sec. 66.0340: The purpose… and protect the water based recreation and ~~open~~green space resources of the Village.

Amend Sec. 66.0340(2)(a): The construction of streets which are necessary for the continuity of the Village street system, are necessary for the provision of essential utility and public safety services, or are necessary to provide access to permitted ~~open~~green space uses…

Amend Sec. 66.041: … Such developments are intended to provide a safe and efficient system for pedestrian and vehicle traffic; to provide attractive recreation and ~~open~~green spaces as integral parts of the developments…

Amend Sec. 66.0341(1): Uses permitted in a PUD District shall conform to uses permitted in the underlying basic use district. Individual structures shall comply with the specific building area and height requirements of the underlying basic use district. All ~~open~~green space and parking requirements of the underlying basic use district shall be complied with either individually or by providing the combined ~~open~~green space and parking space required for the entire development in one or more locations within the development.

Amend Sec. 66.0341(3)(b)1.a: Total area to be included in the PUD, area of ~~open~~green space…

Amend Sec. 66.0341(3)(b)1.f.iv: The location of institutional, recreational and ~~open~~green space areas and areas reserved or dedicated for public uses, including schools, parks and drainage ways.

Amend Sec.66.0341(6)(a)9.: Adequate guarantee must be provided for permanent preservation of ~~open~~green space areas as shown on the approved site plan either by private reservation and maintenance or by dedication to the public.

Amend Sec. 66.0341(b)3: Each residential planned unit development, having more than one property owner involved and featuring common ~~open~~green space or…

Amend Sec. 66.0341(c)4: Each business planned unit development featuring common ~~open~~green space or other common improvements shall be managed by a Property Owner's Association…

Amend Sec. 66.0404: …to avoid construction of unnecessarily large storm water management facilities, and to provide more landscape areas and ~~open~~green space on business sites. To achieve these purposes…

Amend Sec. 66.0404(4): The site plan for the business use in the R-2, B-1, P-1 and I-1 Districts shall be designed to provide sufficient ~~open~~green space on the subject site to accommodate the additional parking spaces otherwise required by this chapter. Such ~~open~~green space shall be in addition to required yards, setbacks, driveways, private streets, loading and service areas. Sufficient ~~open~~green space shall be provided…

Amend Sec. 66.404(8)(b) and (c): (b) A calculation would be done to determine the amount of parking required to achieve compliance with the ~~open~~green space and related requirements.
(c) The business shall be given the option of installing the required parking or leaving the equivalent area as landscaped ~~open~~green space except for…

Amend Sec. 66.0405(2((f): No recreational vehicles or equipment shall be stored in any ~~open~~green space outside a building unless such equipment…

Amend Sec. 66.0501(4): …The permitted area of an accessory buildings listed below is also subject to the respective zoning district ~~open~~green space requirements.

Amend Sec. 66.0910(6)(b): Any building other than a detrimental non-conforming building, which does not conform to the height, yard, setback, parking loading, and ~~open~~green space requirements of the zone where it is located.

Amend Sec. 66.0923: …such as non-conforming driveways, parking areas, signs, landscaping, ~~open~~green space, or other non-conformities shall be…

Amend Sec. 66.1000(2)(a): …Village Comprehensive Plan that woodlands, wetlands and ~~open~~green space areas serve as…

Amend Sec. 66.1025(4): …Commission may give consideration to offsetting some of the required ~~open~~green space to a maximum credit of 5% if employee housing dwelling units are created on site.

Amend Sec. 66.1050(3)(i): The required ~~open~~green space shall be… the minimum amount of ~~open~~green space may not be…

Amend Sec. 66.1050(2): The Plan Commission shall impose time schedules for the completion of buildings, parking areas, ~~open~~green space utilization…

Amend Sec. 66.1060(12)(f): The Plan Commission shall impose time schedules for the completion of buildings, parking areas, ~~open~~green space utilization, and landscaping.

Amend Sec. 66.1060(14): …All landscaped and ~~open~~green space areas shall be continually maintained in accordance…

V. Amend the code to allow for safe ingress and egress from second floors.

Sec. 66.0602 Setback Modifications

The setback requirements included elsewhere in this chapter may be modified as follows:
(1) Architectural projections.
Architectural projection, such as eaves, chimneys, bay windows, overhangs, cornices, awnings, canopies and similar architectural features may encroach into side yard setbacks by no more than ~~four~~ two feet, subject to compliance with applicable standards of the Building Code and Fire Code. Eaves, overhangs, cornices, awnings, canopies and similar architectural features may encroach into

the right-of-way subject to conditional use approval by the Plan Commission. Walls which are not part of a building and fences may be placed on the property line, subject to the requirements of standards on Landscaping and Fences and Walls.

(2) Essential services.

Essential Services, utilities and electric power and communication transmission lines are exempt from the setback requirements of this chapter.

(3) Emergency Ingress and Egress**.** In the absence of a deck or other structure to provide safe ingress and egress to a second story or higher floor in a building existing at time of this amendment, a landing not to exceed sixteen square feet shall be allowed within a required side yard setback. The burden of proof to illustrate a second or story higher floor had a pre-existing ingress or regress shall be upon the applicant.

VI. Correct conflicting language between the nonconforming structure regulations and Sec. 66.1050 Site Plan and Architectural Review.

Sec. 66.1050 Site Plan and Architectural Review

(3)(i)The required open[green] space shall be designed as an integral part of the site, and ~~may~~ shall not include those areas required for parking, loading or other impervious surfaces. ~~This requirement does not apply to the redevelopment of sites, including, but not limited to, the construction of a new building, additional buildings, a building addition or expanded parking lot, which do not meet this minimum requirement at the time of the adoption of this ordinance. In those cases, the minimum amount of open space may not be reduced beyond that which exists on the property at the time of the adoption of this ordinance.~~

VII. With the depletion of our tree canopy, efforts need to be made to preserve the trees we have, and make sure property owners and developers understand the important role trees play in our community. Such amendments directly support the draft comprehensive land use plan as well. Amendments also address fill that may result in flooding adjacent properties.

Sec. 66.1000 Tree Cutting Regulations

(1) Tree cutting regulations:

Outside of the area delineated as the Bluff Overlay district, the purpose of tree cutting regulations applicable to the shorelands area are to protect scenic beauty, control erosion and reduce effluent and nutrient flow from the shore land.

(a) Tree cutting. Tree cutting in a strip paralleling the shoreline and extending 350 feet inland from all points along the normal high-water mark of the shoreline shall be limited in accordance with the following:

4. Sufficient vegetation shall be left between all side lot lines and development (as defined in Sec. 66.2100) to screen the development from view from adjacent lots.

(d) Violations. Anyone found in violation of the tree cutting regulations shall pay the greater of two times the price of a citation for a violation of the zoning code, plus court costs if applicable, or, the value of the tree as determined by a qualified Forester of the Village's choice. The violator shall pay the cost of the Forester to conduct their valuation. Additionally, they shall revegetate the cleared site to the same density as prior to the violation occurring, as determined by the Plan Commission. Every day of violation shall constitute a separate offense. Trees to be planted to rectify the violation shall be of such size, density, and variety so as to screen buildings. A revegetation plan shall be submitted to the Zoning Administrator by a

professional landscape engineer and the trees planted by a landscape firm registered in the state of Wisconsin to conduct business. The Zoning Administrator reserves the right to require the violator to apply for a conditional use permit and appear before the Plan Commission to have the revegetation plan approved.

(2) Tree cutting regulations beyond the shoreland area.

(c) Tree cutting provisions. Trees or similar woody vegetation shall only be removed if one or more of the following conditions are present:

5. Necessity to remove trees in order to construct permitted structures and other approved development (as defined in Sec. 66.2100) because of the need for: access around the proposed structure for construction equipment; access to the building site for construction equipment; essential grade changes, surface water drainage and utility installations. Only those areas approved for the placement of a physical improvement may be cleared of trees. Sufficient vegetation shall be left between all side lot lines and development to screen the development from view from the adjacent lots.

(e) Violations. Anyone found in violation of the tree cutting regulations shall pay the greater of two times the price of a citation for a violation of the zoning code, plus court costs if applicable, or, the value of the tree as determined by a qualified Forester of the Village's choice. The violator shall pay the cost of the Forester to conduct their valuation. Additionally the violator shall revegetate the cleared site to the same density as prior to the violation occurring, as determined by the Plan Commission. Every day of violation shall constitute a separate offense. Trees to be planted to rectify the violation shall be of such size, density, and variety so as to screen buildings. A revegetation plan shall be submitted to the Zoning Administrator by a professional landscape engineer and the trees planted by a landscape firm registered in the state of Wisconsin to conduct business. The Zoning Administrator reserves the right to require the violator to apply for a conditional use permit and appear before the Plan Commission to have the revegetation plan approved.

Sec. 66.1015 Land Disturbance Regulations.

(3) General design principles.

Control measures shall apply to all aspects of the proposed land disturbance use or activity and shall be in operation during all stages of the disturbance activity. The following principles shall apply to soil erosion and sediment control:

(b) No site shall be cleared of topsoil, trees and other natural features before the zoning and building permits are issued. Whenever feasible, natural vegetation shall be retained and protected. Only those areas approved for the placement of physical improvements may be cleared. The extent of the disturbed area and the duration of its exposure shall be kept within practical limits. Sufficient vegetation shall be left between all side lot lines and development (as defined in Sec. 66.2100) to screen the development from view from the adjacent lots.

(h) No filling shall be allowed that will result in water being dispersed onto adjacent lots.

Sec. 66.0344 BP Bluff Protection Overlay District

(7) Special requirements:

(b) The clearing of trees, shrubbery, undergrowth, and other ground cover located within bluff protection areas shall be permitted for:

1. Building footprints.
2. Sites for wastewater disposal systems.
3. Driveways, not to exceed 20 feet in width.

4. The area on a lot, excluding the bluff crest and face, extending not more than 15 feet from the exterior walls of principal buildings and ten feet from accessory buildings. In addition, sufficient vegetation shall be left between all side lot lines and development (as defined in Sec. 66.2100) to screen the development from view from the adjacent lots.

(c) Violations. Anyone found in violation of the tree cutting regulations specified in sub. (b) shall pay the greater of two times the price of a citation for a violation of the zoning code, plus court costs if applicable, or, the value of the tree as determined by a qualified Forester of the Village's choice. The violator shall pay the cost of the Forester to conduct their valuation. Additionally, they shall revegetate the cleared site to the same density as prior to the violation occurring, as determined by the Plan Commission. Every day of violation shall constitute a separate offense. Trees to be planted to rectify the violation shall be of such size, density, and variety so as to screen buildings. A revegetation plan shall be submitted to the Zoning Administrator by a professional landscape engineer and the trees planted by a landscape firm registered in the state of Wisconsin to conduct business. The Zoning Administrator reserves the right to require the violator to apply for a conditional use permit and appear before the Plan Commission to have the revegetation plan approved.

Sec. 66.1530 Zoning Permit Required

(18) Grading Plan Review.

A grading plan is required for all sites where a building with a slab or other foundation is to be erected, or for a new hard surface, expansion of a hard surface, or improvement so as to result in a hard surface. Examples of hard surfaces include but are not limited to parking lots and tennis courts. The plan shall show preconstruction grade and final grade of the site, noting any changes to be made to the grade. The plan is an important element in preventing property damage, flooding and ~~view vistas~~scenic beauty. A grading plan takes into account the existing topography of the site and development and its relationship with adjacent properties. The plan shall show the directional flow of water across the surface of the property, and how that water will be maintained onsite to prevent property damage, including flooding and erosion. Under no circumstance shall water be displaced onto adjacent properties or roadways that do not have a storm sewer, ditch, natural waterway or manmade ditch which predated the adoption of zoning capable of transporting the increase in water. Proper grading avoids the need for retaining walls, storm drainage systems, swales on the development and adjacent properties.

(a) Building construction and hard surface projects that have less than a two-foot change in elevation between the preconstruction grade and finished grade are not required to have engineering review of the grading plan.

(b) Building construction and hard surface projects that ~~are not otherwise exempt~~ are on a lot with a grade change of two percent or more in elevation between the preconstruction grade and finished grade shall have a grading plan prepared by a qualified professional engineer. The proposed project shall comply with the Village's Grading Standards as developed by the Village Engineer. A Zoning Permit shall not be issued for a project requiring a grading plan until it is approved by the Village Engineer; the cost of the Village Engineer's time to review the plan shall be bore by the applicant.

VIII. Currently water setback is based on 'developed' and 'undeveloped' areas, yet there are no code definitions for 'developed' vs. 'undeveloped'. It has been decided one consistent setback from the ordinary highwater mark would be easier for owners and contractors to understand, and for the village

to regulate. In addition, the current setbacks allow buildings within the tree protection area, meaning the trees along the shoreline are often removed to accommodate building, and, building is also allowed over the root system, often resulting in the trees not surviving after construction. To be compatible with the Wisconsin Administrative code tree protection standards, and to protect our own tree canopy, and reduce the threat of erosion, a uniform setback for all shoreland areas, outside the tree protection area, will help the village meet their environmental goals while still allowing for the development and enjoyment of the shoreline.

Sec. 66.0304 Setback Requirements from the Water

For lots that abut on navigable waters, there shall be setbacks from the ordinary high-water mark of such waters.

~~(1) Applicability in developed areas. In areas with existing development patterns, structures close to the ordinary high-water mark, except as provided in (3) and (4) below, shall be set back at least 30 feet from all points along the ordinary high-water mark. The lowest floor level of all structures shall be elevated at least two feet above the ordinary high-water mark. All structures, boathouses, and accessory buildings allowed in (3) and structures that are not considered buildings shall comply with the applicable district side yard setbacks.~~

~~(2) Applicability in undeveloped areas. In areas with no development pattern, structures close to the ordinary high-water mark, except as provided in subsection (3) and (4) below, shall be set back at least 75 feet from all points along the ordinary high-water mark. The lowest floor level of all structures shall be elevated at least two feet above the ordinary high-water mark. All structures, boathouses, and accessory buildings allowed in (3) and structures that are not considered buildings shall comply with the applicable district side yard setbacks.~~

(1) Setback from Ordinary High-Water Mark. Except as restricted in NR 117, shoreland-wetland areas, and except as allowed in (2) below, all portions of a structure shall be located at least 50 feet from the ordinary highwater mark.

(2) Exceptions.

(a) ~~Decks. (~~Decks are allowed provided they do not extend waterward more than 20 percent of the ~~remaining~~ required setback and no trees are removed to accommodate the erection of the deck.~~)~~

(b) ~~Boathouses. (~~Boathouses shall not project waterward beyond the ordinary high-water mark.~~)~~

(c) Stairways, elevated walkways, ramps, lifts, fences, flagpoles, piers, and boat hoists.

(d) Utility poles, lines and related equipment without permanent foundations.

(e) Structures not buildings exempt from setbacks per ~~as defined in~~ Section 66.0303(i).

(f) Signs as permitted starting with Section 66.0701.

(3) Parking lots. Parking lots shall be set back at least 125 feet from all points along the ordinary high-water mark of Green Bay.

IX. Amend the definition section to make definitions used above easier to understand. Also, amend Sec. 66.2001, the general information section, to explain how words or phrases are defined in the absence of the word or phrase being defined in the code.

Sec. 66.2001 General Definitions. For the purpose of this Chapter, certain words or phrases shall have meanings that either vary somewhat from their customary dictionary meanings or are intended to be interpreted to have a specific meaning. Words used in the present tense in this chapter include the future. The word “person” includes a firm, association, partnership, trust, company, or corporation as well as an

individual. The word "he" includes the word "she." The word "shall" is mandatory, the word "should" is advisory and the word "may" is permissive. Any words not defined in this section shall be presumed to have their customary dictionary definitions; in the absence of a definition or the absence of a definition consistent with land use law, words and phrases shall have the definition found in Black's Law Dictionary or as established by case law. Definitions shall be interpreted in favor of the village.

Building Height

The vertical distance above the finished lot grade along the foundation of a building ~~at the front of the building measured~~ to the highest exterior point of the ~~coping of a flat~~ roof. ~~or to the deck line of a mansard roof or to the average height between the eaves and the ridge of the highest gable, hip or gambrel roof~~. ~~The finished lot grade shall be the average grade across the front of the building measured five feet away. The height of a stepped or terraced building is the maximum height of any segment of the building. Not included in the maximum height are chimneys, bell towers, steeples, roof equipment, flagpoles and similar features, which are not for human occupancy.~~ In measuring building height, average measurements along a foundation or along the finished lot grade are not allowed, rather no point of the building shall exceed the allowed height, unless exempted in this chapter, regardless of where measured along the finished lot grade.

Development Regulations

The regulations within this chapter apply to elements including setback, height, lot coverage, and side yard.

Driveway

An access point connecting t~~T~~he area used for vehicular travel on a parcel that leads to a public or private ~~the~~ street right-of-way, and the surface area occupied by that vehicular travel.

Finished Lot Grade

The elevation or elevations of the surface of the ground after completion of final grading. When determining finished lot grade adjacent to a building, finished lot grade is the elevation of the ground adjoining the building or structure.

Non-conforming Lot

A lot, which does not contain sufficient area and/or width to meet the requirements of the zoning district in which it is located.

Non-conforming Uses or Structures

Any structure, land or water lawfully used, occupied or erected before November 15, 1973, which does not conform to the regulations of this chapter or amendments thereto. Any such structure conforming in respect to use but not in respect to development regulations such as frontage, width, height, area, yard, parking, loading or distance requirements shall be considered a non-conforming structure and not a non-conforming use.

Ordinary High-water Mark

The point on the bank or shore of a body of water up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic. The ordinary high-water mark shall be established by a professional land surveyor.

X. Other amendments address the village addressing regulations, clarify a permit is needed for a temporary sign, and makes the fee in lieu of parking language consistent with a fee recently adopted by the Board of Trustees.

Sec. 66.1035 Property Addressing

(1) Purpose.

The purpose is to establish the procedures used to implement and administer a uniform addressing system in Village of Sister Bay that utilizes address numbers determined by the Door County ~~Planning~~ Land Use Services Department. The basis for the assignment of property address numbers shall be the Door County baseline system. ~~(Sections 66.1035-1025)~~

(2) Responsibilities.

The Door County ~~Planning~~ Land Use Services Department shall be responsible for assigning all property addresses upon submission of the necessary information from the ~~Village~~Zoning Administrator.

(6) Property Address Application.

All requests for property addresses shall be ~~completed on a Building Address Permit application~~ in writing and provided ~~by~~to the ~~Village~~Zoning Administrator.

Sec. 66.1036 Criteria for Address Number Assignment.

(2) Accessory Building Addressing.

New numbers will generally not be assigned to new buildings accessory to the principal use (i.e., a new house will be assigned a number, but a detached garage or storage building will not be assigned a number). Accessory buildings may be assigned a separate address if accessed by a separate legal driveway or if accessed by the principal driveway, but housing a separate use.

(4) Driveways.

(a) Address numbers are generally required when there is a driveway (existing or proposed) that serves or will serve a principal use or accessory use, as described above in 66.1036(~~a~~1). Address numbers shall not be assigned until a driveway location has been determined.

Sec. 66.1039 County Administration of Village Numbering

The Door County ~~Planning~~Land Use Services Department shall maintain a record of all assigned addresses and of all road names and their locations. The Door County ~~Planning~~Land Use Services Department may adopt policies and practices as necessary to manage the County addressing system and to ensure fulfillment of the purpose of the Uniform Addressing System Ordinance.

Sec. 66.1040 Property Address Reassignment Implementation

(1) Any new building addresses assigned after the effective date of this ordinance shall be based upon the County numbering system.

(2) ~~Existing properties with addresses assigned to buildings shall be converted to the County numbering system no later than April 1, 2008. Door County shall provide the Village with electronic data file incorporating the existing property address, proposed property address and mailing address for each property in the Village with an existing property address no later than August 1, 2007. Door County will be responsible for all notifications to businesses and agencies affected by the wholesale conversion of Village addresses.~~

[Temporary Signs]

Sec. 66.0302 Use Restrictions

(4) The following are examples of temporary uses that may be permitted by the Zoning Administrator, the Plan Commission Chair and/or the Village President for a period of 14 days or as hereinafter

provided. Temporary use permits for longer periods may be issued by the Plan Commission after review of site and operation plans. Special requirements may be imposed, but not limited to ensuring that there is sufficient parking, the provision of sanitary facilities, lighting, and hours of operation. No temporary use listed herein shall be conducted within the street right-of-way. Temporary uses permitted under this section may be allowed one temporary sign not to exceed 24 square feet in area on one side and 48 square feet in area on all sides; a permit is required and the sign; it shall not be located in a public right-of-way. All buildings, tents, equipment, supplies and debris shall be removed from the site within 48 hours following the temporary activity.

[Fee in Lieu of Parking]

Sec. 66.0404 Adjustments to Required Parking

(2) Fee In Lieu of Creating Parking Spaces.

A developer who chooses to not construct the required parking spaces on the parcel may be allowed to pay to the Village ~~a one-time fee~~ a fee in lieu of parking at a rate of $1000 per stall per year paid into a fund established by the Village to construct and maintain common transition parking spaces. A developer who cannot construct the required spaces on the parcel shall as a condition of approval pay to the Village ~~a one-time fee~~ a fee in lieu of parking at a rate of $1000 per stall per year paid into a fund established by the Village to construct and maintain common transition parking spaces. The payment of the fee to the Village in either instance shall absolve the developer from constructing the required number of spaces on their property. ~~The fee shall be established annually by the Village Board of Trustees and reflect the cost of constructing and maintaining public parking lots.~~

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 from and after April 1, 2025.

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.

[Signature page follows]

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

Effective Date: April 1, 2025

AGENDA ITEM 6d

Ordinance 2025-005; Ch. 66; Utility Code;
Misc. Amendments

ORDINANCE NO. 2025-005

AN ORDINANCE AMENDING CH. 62, UTILITY CODE

WHEREAS, the Village of Sister Bay periodically reviews their ordinances to ensure they comply with the Wisconsin State Statutes and Administrative Code, the intent of adopted village plans, they have a regulatory framework to best protect the environment, they are easy and effective to understand and implement, and they support planning policies and trends; and,

WHEREAS, on February 11, 2025, the Sewer and Water Utility Committee recommended to approve various amendments to the Village of Sister Bay Municipal Code, Chapter 62, *Utility Code*, that were necessary to comply with state statutes, further protect natural resources, make for a more understandable code that can more effectively be administered, and have a more efficient code.

NOW, THEREFORE, after consideration of the code amendments recommended by the Sewer and Water Utility Committee, on March 25, 2025, the Village Board of the Village of Sister Bay voted to amend Ch. 62, *Utility Code*, as shown below.

SECTION 1. Adoption of Code Amendments. Shown below are the code sections amended, with deletions shown with a strikethrough and additions shown in red font. [Amendments may require amendments to the Table of Contents and other areas in Ch. 62 where formatting would be affected.]

SECTION 100 – INTENT

Sec. 62.0101 General Intent of These Regulations

The general intent of this chapter is to establish rules for the ~~v~~Village's sanitary sewer collection system, its water distribution system, and the operation of private wells within the ~~v~~Village limits.

SECTION 500 – SEWER & WATER SYSTEM REQUIREMENTS & RULES

Section 62.0501 Management, Operation & Control of the Village's Sanitary Sewer & Water Systems

The management operation and control of the sanitary sewer and water systems of the ~~v~~Village are vested in the Village Board. All records, minutes, financial records and all written proceedings of the Village Board shall be kept by the Village Administrator. The sanitary sewer and water systems are further regulated by the State Department of Natural Resources. The water system is a separate utility established in accord with the rules and regulations of the Public Service Commission of the State of Wisconsin, and, therefore, is subject to the rules and established rate file of the Commission. A copy of the current rate file is available at the Administrator's ~~o~~Office and the ~~Sewer and Water~~ Utility~~y~~ies Department Office. In addition to the rules established by this chapter, all applicable ~~county, state and federal~~ federal, state and local rules that pertain to sanitary sewer and water systems must also be adhered to.

Section 62.0502 Construction

The ~~Village Board~~Utilities Department has the power to construct sanitary sewer and water mains and service ~~lines~~laterals for public use, to lay sanitary sewer and water pipes in and through the alleys, streets and public grounds of the ~~v~~Village; and generally, to do all such work as may be found to be necessary or convenient in the management of the sanitary sewer and water systems. The Village Board has the power by itself, and through its officers, agents and servants to enter upon any land to

make examinations of the sanitary sewer ~~&~~and water systems or supervise the performance of its duties under this chapter without liability therefore; and also has the power to purchase and acquire for the ~~v~~Village all real and personal property that may be necessary for construction of the sanitary sewer and water systems, or for any repair, remodeling or additions thereto.

(1) Water system construction general requirements

(a) Each dwelling or other building within the Village limits used for human habitation, or other buildings where humans are in need of water facilities, which are located upon or adjacent to any street in and along which public water mains have been installed, or which has reasonable access to a public water main, shall be connected with an individual water service lateral to said water main.

(b) No person shall install any water service lateral or make any attachment to any old pipe or fixture which has been shut off by the Utilities Department or make any new connection to the water main or do any kind of plumbing work in or about any water main or fixture belonging to the Utility without written permission from the Utilities Director or their authorized representative(s) for that purpose.

(c) The owner of a multiunit dwelling has the option of having a metered water service to each unit from a single lateral service connection to a water main. The owner, by selecting this option, is required to provide interior plumbing and meter settings to enable the individual supply to each unit and also individual disconnection without affecting water service to other units. Each meter and meter connection will be a separate Utility customer for the purpose of the filed rates, rules and regulations. No more than one building shall be supplied from each individual water service lateral.

(d) A domestic water service shall not be used as a supply for a fire protection system, nor shall a fire protection service be used for domestic purposes except where a four (4) inch or larger connection is made to the water main. The domestic water service shall be metered ahead of intended use.

(e) The installation of any pipe, valve, or conduit in any manner connected to the public water system so as to result in connection of a private water supply, sanitary sewer, storm sewer, or any other fluid or substance which might result in the introduction of a foreign substance into the municipal water system is prohibited.

(2) Pipe requirements

(a) The water service lateral shall be of sufficient size to furnish water to the property in quantities and at the pressure required in Ch. SPS 382, Wis. Adm. Code. The minimum inside diameter of any water service lateral shall be three-quarter (¾) inch.

(b) The water service lateral from the water main to any property shall be high-density polyethylene for services ranging from three-quarter (¾) inch to two (2) inches, polyvinyl chloride (PVC), ductile iron, high-density polyethylene (HDPE) pressure pipe, or other materials approved by the Utilities Director for services larger than two (2) inches. All materials used within bounds of or beneath an area subject to easement for highway or street purposes or public right-of-way shall be subject to acceptance by the Utilities Director. Additionally, installation of a tracer wire is required with all construction materials.

(3) Service lateral valve requirements

(a) Water service laterals shall include an approved corporation stop to be located and tapped into the water main, a curb stop or valve between the property line and the street, and valves inside the building, one on the supply side and one on the building side of the meter.

Fire protection services shall include an approved valve in the right-of-way and a valve inside the building followed by an approved check valve.

(b) Curb stop valves for water service laterals the size of two (2) inches and under shall be the adjustable screw-type cast iron service boxes consisting of a lid, top section, extension section, bottom section and base. Services three (3) to twelve (12) inches shall be an approved resilient-seated gate valve and box. Valves required on fourteen (14) inch or larger water mains shall have an approved butterfly valve and box.

(4) Connection to water main

(a) Any service lateral connection to a water main shall be of sufficient size to furnish water to the property in the quantities and at the pressures required by Ch. SPS 382, Wis. Adm. Code. All connectors shall be made with an approved corporation stop, service saddle, tapping water valve and sleeve, or other approved connection depending on the connection and the available water main size. Only one tap or connection to the water main will be permitted foreach water service lateral. Corporation stops shall be the ball valve type. All fittings for water services up to two (2) inches shall be cast brass containing no more than 0.25% lead. Fittings shall have a uniform wall thickness and strength and be free of defects. Service saddles shall be used on all one-and-one half (1 ½) inch and two (2) inch water services and shall be stainless steel strap type. Insulation used for frost protection shall be expanded or extruded polystyrene foam insulation with a minimum thickness of two (2) inches with a minimum R value of 8.7 and have a minimum compressive strength of forty (40) psi.

(5) Water service lateral construction

(a) To prevent highly chlorinated water from entering the municipal water system, water service laterals shall only be connected to a new water main after final flushing has been completed and a safe bacteriological sample has been obtained. The minimum size of water service laterals shall be three-quarter (3/4) inch, unless otherwise noted and approved by the Utilities Director. A copper or polyethylene water service lateral shall consist of a corporation stop and curb stop that shall be the same size as the water service lateral. The water service lateral will extend from the corporation stop to the curb stop without additional joints or couplings.

(b) Unless otherwise approved by the Utilities Director, water service laterals shall have Class B bedding.

(c) Unless otherwise approved by the Utilities Director, the water service lateral shall be constructed at a right angle to the roadway or parallel to the sanitary sewer lateral. New water service laterals shall be constructed with a minimum cover of six and a half (6 ½) feet and a minimum of two (2) feet vertical separation between any storm sewer. Curb stops shall be placed at a depth between six (6) and seven (7) feet below established or proposed grade. Where six and a half (6 ½) feet of cover or the two (2) foot separation from a storm sewer cannot be maintained, the water service lateral shall be insulated.

(d) The water service lateral installation shall be tested for leaks prior to the placement of backfill and before the curb box is installed. The corporation stop at the water main shall be turned on and the curb stop opened until full flow of water is obtained. The curb stop shall then be turned off and all joints and couplings checked for leaks. Upon acceptance of the water service lateral by the Utilities Director or their authorized representative(s), the remainder of the installation work shall be completed.

(6) Inspection

(a) No plumber shall cover or permit the covering of any water service lateral until the installation has been inspected and approved by a representative of the Utilities Department.

(7) Sanitary sewer laterals

(a) All sanitary sewer service laterals on private property shall be installed in accordance with Ch. SPS 382, Wis. Adm. Code. As required by Ch. SPS 382, Wis. Adm. Code, all laterals shall be inspected as follows: The lateral and private interceptor main sanitary sewer shall be inspected upon completion of placement of the lateral and before backfilling and tested before backfilling.

(8) Sanitary sewer construction

(a) Whenever possible, the sanitary sewer lateral shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sanitary sewage carried by such building drain shall be lifted by a means which is approved by the Utilities Director or their authorized representative.

(b) No person shall make connection of roof downspouts, foundation drains, areaway drains, or other sources of surface runoff or groundwater to a sanitary sewer lateral or building drain which in turn is connected directly or indirectly to a public sanitary sewer main.

(c) The applicant for the sanitary sewer lateral permit shall notify the Village when the service lateral is ready for inspection and connection to the public sewer system. The connection shall be made under the supervision of the Utilities Department or their authorized representative(s).

(d) All excavations for service lateral installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Village.

Section 62.0503 Responsibility For Maintenance of Sanitary Sewer & Water Services

All owners or occupants of property that is serviced by the ~~Sister Bay~~ Utilities Department shall maintain all sanitary sewer and water services from the ~~street~~ main to the ~~house~~ building including all controls between the ~~street~~ main and the ~~house~~building, without expense to the ~~v~~Village, unless those items are damaged by the ~~v~~Village. All claims for damage by the ~~v~~Village must be made by the owner of the property to the ~~v~~Village according to applicable law. Further, all sanitary sewer and water service~~s~~ laterals must be maintained free of defective conditions by and at the expense of the owners or occupants of the property. When any sanitary sewer and water service~~s~~ laterals are to be re-laid and there are two or more buildings on such service lateral, each building shall be disconnected from such service lateral and a new sanitary sewer and water service~~s~~ lateral shall be installed for each building. Whenever street improvements are made and conditions contrary to the provisions of this section exist, they shall be corrected.

Section 62.0504 Condemnation of Real Estate

Whenever any real estate or any easement thereon, or use of it, shall in the judgment of the Village Board be necessary to the sanitary sewer and water systems, and whenever, for any cause, an agreement for the purchase of it cannot be made with a property owner, the Village Board may proceed with all necessary steps to take such real estate, easement or use by condemnation according

to statute and the Uniform Relocation and Real Property Acquisition Policy Act of 1970, if ~~F~~federal ~~F~~funds are used.

Section 62.0505 Title to Real Estate & Personalty

All property, real, personal and mixed, acquired for the construction of the sanitary sewer and water systems, and all plans, specifications, diagrams, papers, books and records connected with such sanitary sewer and water systems, and all buildings, machinery and fixtures pertaining thereto, shall be the property of the ~~v~~Village.

Section 62.0506 Sewer and Water User Rules and Regulations.

(1) Purpose

The Village of Sister Bay is committed to providing clean drinking water and sanitary sewer services to all of its residents; in particular to the customers of the ~~v~~Village's Water Utility and customers of the Village's Sanitary Sewer and Wastewater Treatment Utility, including customers in the Liberty Grove Sanitary District No. 1. To that end the Village Board finds and determines that:

(a) Improperly constructed, unused or improperly abandoned private wells are a known pathway for the entrance of contaminants into groundwater aquifers, which aquifers also supply the municipal water system. It is further determined that cross connecting of private wells and municipal water sources may lead to contamination. Contamination of the ~~v~~Village's water supply would severely and adversely affect the health, safety and general welfare of ~~v~~Village residents, particularly since contamination once introduced is extremely difficult to correct. Therefore, it is necessary and in the public interest that all wells within the corporate limits of the ~~v~~Village, whether existing or hereafter installed, shall be effectively monitored and regulated in regard to their creation, operation and abandonment as set forth in this chapter.

(b) The rules and regulations of the ~~v~~Village concerning sanitary sewer and water users in this chapter shall be considered a part of the contract with every person, company or corporation who is connected to or uses the ~~v~~Village sanitary sewer and water systems, and every person, company or corporation, by connecting with the sanitary sewer and water systems or wastewater treatment ~~facility~~plant, shall be considered as expressing their assent to be so bound. In addition, these rules and regulations shall apply to all properties, persons, companies or corporations who use wells, septic systems and holding tanks in the ~~v~~Village not currently receiving sanitary sewer and water services from the ~~v~~Village.

(c) The Village Board reserves the right to change the rules and regulations from time to time, as it may deem advisable; and to make special rates and contracts in all proper cases. Persons connected to the sanitary sewer and water systems of the ~~v~~Village are referred to in this chapter as "users." This chapter ordains that the failure to connect to the sanitary sewer and water systems is contrary to the minimum health standards of the ~~v~~Village and fails to ensure preservation of public health, comfort and safety of ~~v~~Village residents.

(2) Plumbers

No plumber, pipe fitter or other person will be permitted to do any plumbing or pipe fitting work related to the sanitary sewer or water systems without first receiving a license from the State. All service lateral connections to the sanitary sewer main or water main shall comply with the State Plumbing Code. The ~~v~~Village herein adopts by reference the State Plumbing Code - ~~Chapter COMM. 82~~ Wis. Stats., Ch. 145, and Chs. SPS 381 through 387, Wisconsin Administrative Code and amendments thereto made a part of this article with the same force and effect as through set out herein in full. This section does not supersede

the State Plumbing Code or Chapter 14 of the ~~v~~Village's Municipal Code but is supplementary to them.

(3) Mandatory hookup

(a) The owner of ~~each parcel adjacent~~ all properties used for human occupancy, employment, recreation or other purposes situated within the Village and abutting on any street, alley or right-of-way in which there is now located or may be located in the future, ~~to~~ sanitary sewer and water mains ~~on which there exists a building that is usable for human occupation, or in a block through which utility systems extend~~, shall be required to connect to the sanitary sewer and water systems. Once ~~the~~ a new sanitary sewer and/or water main system is placed in service, any affected property owners will receive a written notice that they must connect with either or both in the manner prescribed. If any person fails to comply for more than ~~within 180~~ ten (10) days ~~from the date of that~~ after notice in writing ~~. Once 180 days have lapsed and the property has not been connected to the system,~~ the ~~v~~Village may impose a penalty or may cause the connection to be made, ~~provide a second written notice that the village is commencing the process to undertake the work and will bill the property owner for the related costs, including all administrative and staff expenses. Costs not paid within 30 days~~ and the expense thereof shall be assessed as a special tax ~~lien~~ against the property. The owner may, within thirty (30) days after the completion of the work, file a written notice with the ~~Utilities Director~~ Village Clerk stating that they cannot pay the amount in one sum and ask that it be levied in no more than five equal annual installments, and th~~at~~e amount shall be so collected with interest at a ~~the prime~~ rate ~~plus 7 percent (7%) maximum per annum~~ not to exceed fifteen percent (15%) per year from the date of the completion of the work. The unpaid balance ~~will~~ to be ~~considered~~ a special tax lien, in accord with the provisions of Wis. Stats., §281.45.

(b) The ~~v~~Village may, at its option, impose a penalty for the period that the violation continues, after providing ten (10) days written notice to any owner failing to make a service connection to the sanitary sewer and water systems, of an amount equal to four (4) times the minimum quarterly charge for the sanitary sewer, fire protection and water service payable quarterly for the period in which the failure to connect continues, and, upon failure to make the payment, a charge shall be assessed as a special tax ~~lien~~ against the property, in accord with the provisions of Wis. Stats., §281.45.

Sec. 62.0507 Private Wells

To prevent unused, unsafe and/or improperly constructed wells from serving as a passage for contaminated surface or near surface waters or other materials to reach the usable groundwater, these wells must be properly maintained or filled and sealed. All private water supply wells or pump installations which are not currently used for outdoor use or found to be in noncompliance with Ch. ~~Section~~ NR 812, Wis. Adm. Code, or wells which test unsafe, shall be abandoned in accordance with Ch. NR 812, Wis. Adm. Code. ~~1.10 of the Wisconsin Administrative Code provides that a municipal water system shall require abandonment of all unused, unsafe or non-complying private wells located on premises served by the water system.~~ All properties within the ~~v~~Village limits shall be governed by this section, and all property owners must obtain a well permit to allow retention of private water supply systems which are found to be safe and in compliance with Ch. NR 812, Wis. Adm. Code, and as subsequently amended, with the limitation that the owner shall demonstrate a need in addition to water provided by the public water system for continued current use. ~~as specified below in order to operate or utilize a well~~.

(1) Private Well Abandonment Requirements

(a) Any private well which is unused, unsafe or non-complying, and which serves any premises required to be connected to a water main under Section 62.~~2~~0506 of this Chapter shall be permanently abandoned within six (6) months after connection of the premises to the water system, unless a well ~~operation~~ permit has been obtained by the well owner pursuant to subsection (2) below. Abandonment shall be conducted by filling and sealing in accordance with the provisions of Ch.~~apter~~ NR 812, ~~of the~~ Wis.~~consin~~ Adm.~~inistrative~~ Code. It shall be the responsibility of the landowner of any real property upon which a well is located to see to it that all wells located on the owner's property have been properly abandoned in accord with the provisions of NR Ch.~~apter~~ 812, ~~of the~~ Wis.~~consin~~ Adm.~~inistrative~~ Code, regardless of whether the owner has used the well. Upon discovery of any unused or previously abandoned well, the owner shall notify the ~~v~~Village and comply, insofar as is practicable, with the provisions of this section. In the case of a previously abandoned well, if the owner can produce proof of compliance with state well abandonment requirements to the satisfaction of the ~~v~~Village, compliance with this section may be deemed satisfied. The determination shall be at the discretion of the Utilities Director upon considering the present and future possibility of ground water contamination at the well site.

(b) The owner of the well or the owner's agent who will be conducting the abandonment shall notify the ~~village~~ Utilities Director at least two (2) business days prior to commencement of any well abandonment activities so that the ~~village~~ Utilities Department or its agent may observe the abandonment.

(c) Wells ~~must~~ shall be abandoned by an individual who is a licensed water well driller~~s~~ and/or a licensed pump installer~~s~~.

(d) Wells to be abandoned shall be ~~filled~~ abandoned according to the procedures and methods outlined in Ch. NR ~~Chapter~~ 812, ~~of the~~ Wis.~~consin~~ Adm.~~inistrative~~ Code. ~~The~~ All debris, pump, ~~and~~ piping, unsealed liners and any other obstructions which may interfere with sealing operations shall ~~must be removed and the well checked for obstructions before plugging, and any obstruction or liner must~~ be removed. Further, a well abandonment report must be submitted by the well owner to the Utilities Department and the State Department of Natural Resources on forms provided by ~~that agency~~ the State Department of Natural Resources.~~, and a copy of that report must shall be provided to the village~~. The report shall be submitted by the well owner within ten (10) days of the ~~immediately upon~~ completion of the ~~filling of the~~ well abandonment.

(e) The Utilities Department may charge a ~~reasonable~~ fee for a permit to allow retention of a private water supply system.

(2) Permit Required For Wells For Outdoor or Agricultural Watering For Properties Served by Village Utilities

(a) Any owner of a private well which is required to be permanently abandoned pursuant to subsection (1)(a) above shall apply to the ~~v~~Village for permission to maintain the well in good operating condition for the sole purpose of providing water for filling swimming pools, lawn or garden watering or other similar agricultural purposes, provided that the well continues to pass all tests required for private wells and the owner shall agree to pay the cost of abandonment when the well shall be permanently abandoned.

(b) Every owner of a private well that was in existence on January 1, 1990, that serves premises also served by the municipal water system, and who wants to continue to use the well shall obtain a well permit for the use of that well from the ~~v~~Village within ninety (90) days from the effective date of this section, which has been determined to be May 14, 1991. Drilling new private wells that will be used under the circumstances described in this subsection

may not commence until a permit for the excavation of the private well has been granted in accordance with the terms of this section.

(c) Applications for a permit for the excavation or use of a private well under this section shall be made in writing by the owner or owners of the well to the ~~v~~Village on forms provided by the ~~v~~Village. A ~~$50~~ processing fee shall accompany any private well excavation or renewal permit application. If the requirements of this subsection and other applicable state and health requirements are met, a permit shall be granted to a well owner to operate a well for a period of not to exceed five (5) years, which permit may be renewed unless otherwise revoked because of contaminants, no longer produces water or any reason in which the water is not safe for human consumption and fails to comply with Ch. NR 812, Wis. Adm. Code, and any amendments thereto, or the owner fails to demonstrate a need. Failure to obtain an initial or renewal well permit will result in imposition of a late fee of $100 plus any other penalties that are applicable. ~~Permit applications shall be made and submitted on forms provided by the village~~. Permits and permit renewals will be granted under this section only for wells and pump installations where:

1. No physical or cross-connections, including a connection made with an approved backflow prevention device, shall exist between the piping of the public water system and the private well.
2. Bacteriologically safe water is evidenced by at least two water samples taken one week apart. A copy of the Bacterial Analysis reports from a state approved drinking water laboratory indicating the water is bacteriolocally safe shall be included with applications for a new well permit or an existing well permit. *(Amended Ord. 266-052119)*
3. There are no known exceedances of the preventive action limits (PALs) set forth in Ch.~~apter~~ NR 140, ~~of the~~ Wis.~~consin~~ Adm.~~inistrative~~ Code.
4. The private well and pump installation shall meet all the requirements of Ch. NR ~~Chapter~~ 812, ~~of the~~ Wis.~~consin~~ Adm.~~inistrative~~ Code, and any amendments thereto. ~~that are in effect at the time of the well construction and pump installation~~. A well constructor's report shall be on file with the State Department of Natural Resources, or certification of the acceptability of the well shall have been granted by the Private Water Supply Section of the ~~Wisconsin~~ State Department of Natural Resources. A well compliance report on State Department of Natural Resources form 3300-305 signed by a licensed well and pump installer which is dated within the last ten (10) years, in accordance with Ch. NR 810.16(2)(b), Wis. Adm. Code, must accompany the well permit application and provide that the well meets the requirements of Ch. NR 812, Wis. Adm. Code and any amendments thereto.~~The well and pump system shall be evaluated by a licensed well driller or pump installer and must have been certified as being compliant with Chapter NR 812 (IV) every ten (10) years afterward. Written documentation of the well and pump inspection which indicates that the requirements of NR 812 of the Wisconsin Administrative Code have all been satisfied must be provided on standardized forms that are utilized by the DNR.~~
5. The proposed use of the well has been justified as being necessary in spite of the availability of the water provided by the public water system.

(3) Additional Conditions of Well Permits The right to construct, install and maintain a well as authorized by permit under this section shall be expressly conditioned upon the owners and successors in interest complying with the following conditions:

(a) The owner shall permit the ~~village~~ Utilities Department access to the well for inspection and testing at any time during normal working hours. If entry is refused, the well permit is revoked, and the owner shall proceed with abandonment as specified above. On request, the owner, lessee or occupant of any property so served shall furnish to the inspector any pertinent information regarding the piping system on the property.

(b) No repair or modification of any well may be performed unless done by a ~~properly~~ licensed ~~individual~~ well driller or pump installer. At least one business day notice to the ~~village~~ Utilities Department prior to undertaking the repairs is required so the work may be inspected. Any and all Plumbing Code permits as required shall also be obtained prior to undertaking any work.

(c) The ~~village~~ Utilities Department shall have the right to sample the water after completion of any repairs or modifications to the well. The sampling shall be at the owner's cost and may either be done by the ~~village~~ Utilities Director or by the well owner at the ~~village~~'s Utilities Directors direction.

(e) The ~~village~~ Utilities Department shall have the right to randomly test, or to direct the owner to test, ~~the~~ any private well not more than two times in any six-month period. The ~~village~~ Utilities Department may require additional testing if there is reason to believe some contamination may be present or that the results of previous tests may be invalid. The ~~village~~ Utilities Department, at its option, may require testing for contaminates to include microbiological, radioactive, inorganic, synthetic organic, pesticides, herbicides and volatile organic substances. The Utilities Director shall report the results of testing and the resulting remedial action to the ~~DNR~~ State Department of Natural Resources on an annual basis. If the test results suggest that a severe or area wide problem exists, the Utilities Director shall notify the ~~DNR~~ State Department of Natural Resources immediately.

(e) The cost of any testing and sampling as provided in this section shall be paid by the owner upon receipt of an invoice from the ~~v~~Village.

(f) A permit issued in accordance with the provisions of this section shall be revoked by the Utilities Director upon notice to the permittee that any of the following have occurred:

1. The owner of the well has refused access to a well for testing or has failed to follow a directive or order of the ~~village~~ Utilities Director in regard to testing or sampling.
2. The owner of any well has neglected to pay for any tests~~ing~~ authorized within thirty (30) days of billing or invoice.
3. Any test results that demonstrate well contamination and do not meet reasonable health standards or are in violation of any state or municipal ordinance dealing with well operation.

(g) The parties aggrieved by permit revocation may appeal the initial decision of the Utilities Director to the Village Board by filing a written petition for review with the Village Clerk.

Sec. 62.0508 Private Wastewater Systems Prohibited

The maintenance and use of septic tanks, holding tanks and any other private sewage disposal systems within the area that is serviced by the ~~v~~Village's sanitary sewer system are declared a public nuisance and a health hazard, and are prohibited.

Sec. 62.0509 Application For Initial Sanitary Sewer and Water Service

Every person wishing to connect to the ~~v~~Village's sanitary sewer and/or water systems shall initially file an application in writing and submit it to the Utilities Director in such form as is prescribed for that

purpose. Blank application forms will be available at the Village Administration Office and~~/or~~ at the ~~Sewer and Water Treatment Plant~~ Utilities Department Office. The application must state fully and truly all the uses the applicant intends to make of the ~~v~~Village's sanitary sewer and water systems, and if the applicant is not the owner of the premises, the written consent of the owner must accompany the application. If it appears that the service applied for will not comply with all applicable regulations, the Utilities Director may reject the application. If the Utilities Director does approve the application, a permit for services as shown on the application shall be issued to the applicant(s).

(1) Capacity of systems A sanitary sewer connection shall only be allowed if it can be demonstrated that the downstream sewerage facilities, including sanitary sewer mains, lift and/or grinder stations and the Wastewater Treatment Plant have sufficient reserve capacity to adequately and efficiently handle the additional anticipated waste load.

(2) Costs for service installation All costs and expenses for the installation and connection of sanitary sewer and water service lateral shall be borne by the property owner. The owner shall indemnify the Village from any loss or damage that may be directly or indirectly occasioned by the installation of the lateral.

Sec. 62.0510 ~~Septage Disposal~~ Hauled Wastes

The Village offers disposal services to State Department of Natural Resources licensed sanitary pumpers and haulers. The Village has established regulations and procedures that govern the acceptance of either domestic septage or holding tank wastes. All sanitary waste pumpers and haulers and their wastes must comply with the provisions of this chapter.

(1) Hauler obligations Prior to being permitted to deliver any hauled waste to the Wastewater Treatment Plant, the hauler must provide the Utilities Department with evidence of insurance policies. Any waste hauler seeking disposal privileges to the Village's sanitary sewer system or Wastewater Treatment Plant must first complete and submit a hauler's agreement to permit the disposal of any hauled wastes. Upon approval, the approval is nontransferable to any new owner. Prior to being permitted to deliver any hauled waste to the Watewater Treatment Plant, the hauler shall provide the Utilities Department with evidence that it is licensed under Wis. Stats., § 281.49.

(2) Verification of Discharge Form Any waste hauler that has approved disposal privileges to the Village's sanitary sewer system or Wastewater Treatment Plant shall first complete the hauled waste disposal form provided by the Utilities Department to dispose of holding tank, septic tank, or other hauled wastes. The form shall be deposited in the hauler's room in the pretreatment facility of the Wastewater Treatment Plant. This form shall contain:

(a) An identification of the waste (holding tank, septic tank, or industrial waste). If the form does not include an identification of the wastes, it will be charged at the septage tank rate at a maximum load capacity;

(b) The total gallons disposed;

(c) Origin of the waste must be identified as being from the Village of Sister Bay, the Town of Liberty Grove, or out of the area;

(d) The name and address of the location the waste was generated at;

(e) Signature of the hauler operator.

(3) General rules

(a) Hauled waste may be discharged only at a location and time designated by the Utilities Director; and

(b) Any hauler operator that disposes of waste at the Wastewater Treatment Plant shall remove the waste material that accumulates on the septage receiving station screen by scraping the screen after every waste discharge. If a hauler operator fails to cooperate, the Utilities Department will charge a fee pursuant to the Village fee schedule as established by the Village Board; and

(c) The hauler must meet requirements of Sec. 62.0510(2) through Sec. 62.0510(3); and

(d) A sample may be required in a collection manner approved by the Utilities Director or their authorized representative(s) that is representative of the waste. The sample container shall be supplied by the Utilities Department and the hauler shall appropriately label the container and deposit it in the Wastewater Treatment Plant laboratory. A sampling charge will be invoiced to the hauler for any analysis conducted. The charge is established by resolution of the Village Board; and

(e) The Village retains the right to revise the general rules as deemed necessary.

(4) Septage rules Between ~~August~~January 1 and ~~September~~May 1 of each year, every licensed ~~septage~~hauled waste disposer with permissions to discharge waste at the Wastewater Treatment Plant, wishing to discharge septage at the ~~v~~Village's Wastewater Treatment Plant, shall submit a written application ~~along with a non-refundable filing fee~~ to the Utility~~y~~ies Clerk in such a form as is prescribed for that purpose. The applicable forms will be available in the Village Administration Office or the Utilities Department Office, and each application must state fully and truly the type, frequency, quantity, quality and location of generated septage to be disposed of at the ~~v~~Village's Wastewater Treatment Plant. During ~~September~~May, the Utilities Director will evaluate the applications and determine the amount of septage that will be allowed to be disposed of at the ~~v~~Village's Wastewater Treatment Plant as well as any applicable conditions that will be imposed, and all applications will be approved or rejected no later than ~~October 1~~May 31 of each year. Consideration shall first be given to those generators of septage that are within the septage service area, which includes the Town of Liberty Grove, the Village of Sister Bay, and Liberty Grove Sanitary District No. 1. All ~~v~~Village approvals for septage disposal shall be subject to the condition that any time operational or maintenance issues arise or the threat of WPDES permit violations that are directly or indirectly related to septage disposal is present, the ~~village~~Utilities Director or their authorized representative may immediately restrict all septage disposal ~~outside the septage service area~~ until corrective action or mitigative measures have been taken. Septage may only be discharged at the locations, times and conditions as specified by the Utilities Director at the ~~v~~Village's Wastewater Treatment Plant, and may only be handled by ~~village~~ approved and state licensed waste disposers. Any licensed waste disposer that discharges septage at the ~~v~~Village's Wastewater Treatment Plant between December 1 and March 31 will be subject to a late disposal fee as approved by the Village Board.

(5) Disposal fees Disposal fees will be set based on the same methodology used for setting other sanitary sewer service fees. The Utilities Department shall charge the hauler for all costs of treatment of the hauled waste pursuant to the rates, rules, and regulations established by the Village Board. Invoices will be mailed on a monthly basis and haulers are expected to pay such charges within thirty (30) days of billing, or the hauler's agreement may be terminated immediately by the Utilities Director or their authorized representative(s).

(6) Enforcement Any conditions and requirements that are placed upon a hauler under the hauler's agreement, and all rules, plans, and other matters incorporated by reference to this agreement, are legally applicable requirements within the meaning of Wis. Stats., §

281.49(3)(a)(1) and any amendments thereto, and that the failure of the hauler to perform the requirements placed upon the hauler under this agreement shall constitute a failure to comply with the hauled waste disposal rules under Wis. Stats., § 281.49.The hauler further agrees that in the event that its failure of performance relates to general matters and does not relate to the content of a particular waste or quantity of hauled waste, the hauler agrees that the entirety of its hauled waste is within the exceptions of Wis. Stats., § 281.49(3)(a), and the Utilities Department shall not be obligated to accept any portion thereof after the breach by the hauler.

(7) Enforcement action In addition to any enforcement action deemed necessary by the Utilities Director or their authorized representatives(s) in accordance with this chapter, the Utilities Director may take action as cited in the following situations:

(a) If the hauler operator intentionally or negligently misrepresents a waste hauler form by incorrectly documenting required information or falsifying a signature, then the Utilities Director may:
   1. Revoke the waste hauler's agreement approval and prohibit discharges by the hauler to the sanitary sewer system or at the Wastewater Treatment Plant.
   2. Charge the hauler for any costs that the hauler avoided by misrepresenting the waste; and/or charge the hauler/waste generator for any sample collection or lab analysis costs, or any costs for damage done to the sanitary sewer system or the Wastewater Treatment Plant equipment or processes.

(b) If a sample form from a hauled discharge indicates an exceedance of any federal, state or local pretreatment limit, then the Utilities Director may:
   1. Issue the hauler and/or waste generator a notice of noncompliance and repeat analysis on the next hauled discharge from the violating waste generator, and/or repeat analysis directly from the violating waste generator holding tank or septic tank;
   2. Revoke the waste hauler's agreement approval and prohibit discharges by the hauler and/or the violating waste generator;
   3. Charge the hauler and/or waste generator for any sample collection or lab analysis costs, or any costs for damage done to the sanitary sewer system or the Wastewater Treatment Plant equipment or processes.

(c) If the hauler discharges any waste in a manner different than as designated by the Utilities Director, then the Utilities Director may:
   1. Revoke the waste hauler's agreement approval and prohibit discharges by the hauler to the sanitary sewer system or at the wastewater treatment plant.
   2. Charge the hauler for any costs or damages associated with discharging at a location or time other than that designated by the Utility.

(d) The Utilities Clerk shall report all delinquent accounts to the Utilities Director or their authorized representative(s). If a hauler and/or waste generator fails to pay the Village any required fees within ninety-one (91) days past invoice, then the Utilities Director may:
   1. Revoke the waste hauler's agreement approval and prohibit the discharges by the hauler and/or waste generator to the sanitary sewer system or at the Wastewater Treatment Plant until all fees are paid.

(e) If inspection of a hauler vehicle or its contents or any other circumstances cause the Utilities Director or their authorized representative(s) to suspect that the discharge is inconsistent with the waste hauler form, pretreatment standards, or requirements of this chapter, the Utilities Director or their authorized representative(s) may reject the discharge, and the hauler shall immediately cease discharging.

(f) If a hauler fails to allow the Utilities Director or their authorized representative(s) to inspect or sample, or fails to cooperate with any other requirement or regulation, then the Utilities Director may revoke the waste hauler's agreement approval and prohibit discharges by that hauler operator.

(g) Any hauler, hauler operator or waste generator aggrieved by a decision under this section may appeal the initial decision of the Utilities DIrecdtor or their representative to the Village Board by filing a written petition for review with the Village Clerk The hauler's request shall not stay any enforcement action pending the appeal.

Sec. 62.0511 User To Keep Sanitary Sewer and Water Service ~~Pipes~~ Laterals in Good Repair

All users of the ~~v~~Village's sanitary sewer and water services shall keep ~~their own~~ the properties sanitary sewer and water service ~~pipes~~ laterals in good repair and protected from frost, at their own risk and expense, and shall prevent any unnecessary overburdening of the sanitary sewer and water systems. The sanitary sewer service ~~pipes~~ lateral shall be defined as the building drain and the building sewer ~~pipes~~ lateral, extending from the interior drain of the building to the sanitary sewer main. The water service shall be defined as the properties water service lateral extending from the interior plumbing of the building to the water main, including the premises curb stop valve.

(1) Service repair

(a) If the property owner fails to repair an existing leak or broken water service pipe between the curb stop and the point of metering within such time as may appear reasonable to the Utilities Director after notification, the water service will be shut off, and remain off, until the repair is made.

(b) The Utility will not be held liable for the loss of water which has not passed through the meter but has been wasted by leakage of broken or defective pipes and fixtures. Water usage that has not passed through the meter and has been wasted by leakage or defective pipes and fixtures, will be estimated by the Utilities Clerk and billed to the property owner.

(2) Frozen service laterals

(a) The Village will comply with the Wisconsin Public Service Commission regulations regarding frozen water service laterals. Additionally, the Village requires that all properties served by the Utility shall take every precaution to prevent water service laterals from freezing.

(b) Frozen services shall be thawed out by and at the expense of the Utility, except where the freezing was caused by contributory fault or negligence on the part of the consumer, such as reduction of the grade or undue exposure of the piping in the building or on a consumer's property, or failure to comply with the Utility's specifications and requirements as to depth of service, lack of sufficient or proper backfill, etc.

Sec. 62.0512 Backflow Preventors Required

All floor drains shall have a backflow prevention valve installed at the owner's expense.

Sec. 62.0513 Use of Village's System Restricted

No user shall allow others or other sanitary sewer or water services to be connected to the ~~v~~Village's sanitary sewer or water systems through their sanitary sewer or water service lateral.

Sec. 62.0514 Vacation of Premises and Discontinuance of Service

Whenever premises served by the ~~v~~Village's sanitary sewer and water systems are to be vacated, or whenever any person wishes to cancel that service, the Utilities Director must be notified in writing. Upon such notification, the ~~village~~ Utilities Director will cause an inspection to be made of the affected system, and if, during that inspection, any damages other than those that were caused by ~~v~~Village employees, representatives or agents are discovered, the owner of the premises shall be liable for the repair of such damages.

Sec. 62.0515 User To Permit Inspection

It shall be considered a condition of the granting of water supply and sanitary sewer services from the Utility that the owner or occupant of any or all premises receiving such services shall grant any authorized representative of the Utilities Department free access to the premises, or any part thereof, ~~Every user shall allow the Utilities Director or their duly authorized agent, at all~~ during reasonable hours of the day, for the inspection of the piping, water meter, or appurtenances for the distribution and control of the water supply and/or the sanitary sewer collection system, or the use of such supply or sanitary sewer service, or for the installation, removal, repair, or reading of any water meter or the inspection of the location thereof. Any person who refuses entry on receipt of a notification of the purpose of the entry shall be subject to the penalties provided herein. Owners and tenants shall make arrangements with the Utilities Department to gain entrance to read or repair water meters when buildings are unoccupied. ~~to enter their premises or building to examine the pipes and fixtures and the manner in which the drains and sewer connections are operating.~~

Sec. 62.0516 Damage and Repairs

No claims shall be made against the ~~v~~Village or its acting representative(s) because of the breakage, clogging, stoppage or freezing of any service ~~pipes~~ lateral, or the causing of any damage that occurred as the result of those individuals repairing mains, making connections or extensions, or the performance of any other work that may be deemed necessary. Not withstanding any permit granted or regulations to the contrary, the ~~v~~Village hereby reserves the right to cut off sanitary sewer and water service at any time to make required repairs or for any other necessary purposes. Whenever it becomes necessary to shut off the sanitary sewer or water service within any area of the ~~v~~Village, the Utilities Director shall, if practicable, give notice to every affected consumer within the ~~v~~Village, of the time when such service will be shut off.

Sec. 62.0517 Water Cross Connection Control

(1) Cross Connection prohibited No person shall establish or permit to be established, or maintain or permit to be maintained any ~~"~~cross-connections~~"~~. A ~~"~~cross-connection~~"~~ is defined as any physical connection or arrangement between two otherwise separate systems, one of which contains potable water from the ~~v~~Village's public water system, and the other, which contains water from a private source, or water of unknown or questionable safety, or steam, gas~~s~~es or chemicals, which allows flow from one system to the other; the direction of which depends on the pressure differential between the two systems. No interconnection shall be established which allows potable water from a private, auxiliary or emergency water supply other than the regular water supply of the ~~v~~Village to enter the ~~v~~Village's water supply or water distribution system, unless such private, auxiliary or emergency water supply and the method of connection and use of such supply has been approved by the ~~v~~Village and the ~~Wisconsin~~ State Department of Natural Resources. The Utilities Department is responsible for the protection of the public

water system from contamination or pollution due to backflow of contaminates or pollutants. It is the duty of the ~~village~~ Utilities Department to cause inspections to be made of all properties served by the public water system where cross connections with the public water system are deemed to be possible. ~~The frequency of inspections and re-inspections, which shall be based on the potential health hazards involved, shall be as established by the Utilities Director and as approved by the Wisconsin Department of Natural Resources.~~ Residential properties serviced by the Utilities Department shall be surveyed on a ten (10) year interval. The Utilities Department may, but is not required to, perform the cross-connection survey of the customer's property. If, in the opinion of the Utilities Director, the Utilities Department is not able to perform the survey, the property owner must, at his own expense, have the water piping surveyed for cross-connections by a person who has been properly trained in accordance with the American Society of Engineers (ASSE) Standard Number 5120 as a cross-connection control surveyor. The qualified person performing the survey shall not be the owner of the property or the tenant and must use a form supplied by the Utilities Department.

(a) Upon presentation of credentials, a representative(s) of the ~~village~~ Utilities Department shall have the right to request entry, at any reasonable time of the day, to examine any property served by a connection to the public water system of the ~~v~~Village for cross-connections. If entry is refused, such representative(s) may obtain a special inspection warrant under Wis. Stats., §66.0119. Upon request, the owner, lessee or occupant of any property so served shall furnish to the inspection agency any pertinent information regarding the piping systems on such property.

(b) The ~~village~~ Utilities Department is hereby authorized and directed to ~~shall~~ cease water service to any property ~~in which~~ wherein any connection violating this section exist~~,~~s, and has the authority to take such other precautionary measures deemed necessary to eliminate any danger of contamination of the public water system. Water service shall be ceased only after reasonable notice and opportunity for hearing under Wis. Stats. Chapter 68, except as provided herein. Water service to such property shall not be restored until the cross connection has been eliminated in compliance with the provisions of this section.

(c) If it is determined by the ~~village~~ Utilities Department that a cross connection or an emergency endangers public health, safety or welfare and requires immediate action, and a written finding to that effect is filed with the Utilities Director and delivered to the customer's premises, service may be immediately ceased. The customer shall have an opportunity for a hearing under Wis. Stats. Chapter 68 within ten (10) days of the emergency discontinuation of service.

(2) Owner responsibility

The property owner shall be responsible for the protection of the user's potable water system. The responsibilities include the elimination of or protection from all cross-connections on the premises. The owner shall, at their own expense, install, maintain and test any and all backflow preventers on their premises in compliance with the requirements of Ch. SPS 382.21 Wis. Adm. Code, and Ch. SPS 382.22(8), Wis. Adm. Code, and the United States Environmental Protection Agency's Cross-Connection Control Manual. The property owner shall correct any malfunction revealed by periodic testing of any backflow preventer on their premises. The property owner shall inform the Utilities Department of any proposed or modified cross-connections and also any existing cross-connections that are not protected by an approved backflow prevention means. The property owner shall not install a bypass around any backflow preventer unless there is a backflow preventer of the same type in the bypass. Property owners who cannot shut down operation for testing of the backflow prevention assembly must supply additional assemblies necessary to allow testing and maintenance to take place. In the event that the property owner

installs potable water using fixtures, equipment or appurtenances upstream of a backflow preventer, such must have its own approved backflow prevention means. The property owner is required to follow the protection practices described in the American Water Works Association (AWWA) publication AWWA M-14 titled "Recommended Backflow Prevention and Cross-Connection Control," United States Environmental Protection Agency publication titled "Cross-Connection Control Manual," and Ch. SPS 382 to 384, Wis. Adm. Code, unless the Utilities Department requires or authorizes other means of protecting the public water system. These requirements or authorizations will be at the discretion of the Utilities Director.

Sec. 62.0518 Prohibitions Against Discharge To The Sanitary Sewer System

(1) No person shall discharge or cause to be discharged any of the following described liquids or solid wastes directly into any sanitary sewer ~~lines~~ collection system mains or laterals or at the ~~v~~Village's Wastewater Treatment Plant:

(a) Any stormwater, surface water, ground water, roof run off, sump pump effluaent, surface water drainage, or any other forms of liquid obtained from inflow sources. In some instances such waters may be discharged into a storm sewer or other waterway with written permission from the Utilities Director.

(b) Any gasoline, benzene, naphtha, fuel oil, lubricating oil or other flammable or explosive liquids, solids or gas, or other substances that by themselves or by interaction with other substances may cause fire or explosion hazards, or in any other way be harmful to persons, property or the operation of the wastewater facilities.

(c) Any waters or wastes containing toxic or poisonous substances in sufficient quantities, either singly or by interaction with other wastes, which will damage or interfere with any wastewater treatment processes, constitute a hazard to humans or animals, create a public nuisance in the receiving waters of the ~~v~~Village's Wastewater Treatment Plant, or interfere with the disposal of sludge.

(d) Any waters or wastes having a pH lower than six (6), or having any other corrosive properties capable of causing damage or hazard to structures, equipment and personnel, or the ~~v~~Village's Wastewater Treatment Plant.

(e) Any waters or wastes having a pH greater than nine (9).

(f) Solid or viscous substances in sufficient quantities or of a size that are capable of causing obstruction to the flow in the sanitary sewers, or other interference with the proper operation of the ~~v~~Village's Wastewater Treatment Plant, such as, but not limited to, ashes, cinders, sand, rocks, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, wood, ground or unground garbage, whole blood, paunch manure, hair or fleshings, entrails, paper dishes, cups, milk containers, etc.

(g) Any discharge into the sanitary sewer~~age~~ system that is a violation of the requirements of the ~~v~~Village's WPDES permit and any modifications to it.

(h) Wastewater having a temperature higher than one hundred fifty degrees (150◦) fahrenheit or which is capable of causing the wastewater at the ~~v~~Village's Wastewater Treatment Plant to exceed one hundred four degrees (104◦) fahrenheit.

(i) Any waters or wastes which may contain more than 100 parts per million by weight of oils, fats or grease.

(j) Any garbage that has not been properly shredded. Garbage grinders may be connected to sanitary sewers from homes, hotels, institutions, restaurants, hospitals, catering establishments or similar places where garbage originates from the preparation of food in kitchens for consumption on the premises or when served by caterers.

(k) Any waters or wastes containing iron, chromium, copper, zinc, mercury and similar objectionable or toxic substances to such degree that any such material received in the composite wastewater at the Wastewater ~~t~~Treatment f~~acility~~ Plant exceeds the limits established for such materials.

(l) Any waters or wastes containing odor-producing substances exceeding limits that may be established by the ~~v~~Village.

(m) Any radioactive wastes or isotopes of a half-life or concentration as may exceed limits established by the ~~v~~Village in complying with applicable state or federal regulations.

(n) Quantities of flow, concentrations or both that form a slug load as defined in this chapter.

(o) Incompatible pollutants containing substances that are not amenable to treatment or reduction by the wastewater treatment processes employed by the ~~v~~Village, or are amenable to treatment only to such degree that the ~~v~~Village's Wastewater Treatment Plant effluent cannot meet the requirements that were established by the agencies having jurisdiction over discharge to the receiving waters.

(p) Any waters or wastes that, by interaction with other waters or wastes in the ~~public~~ sanitary sewer system, release obnoxious gases, form suspended solids that interfere with the collection system or create a condition deleterious to structures and treatment processes.

(q) Materials which exert or cause:

1. Unusually high BOD5, chemical oxygen demand or chlorine requirements, such as, but not limited to, whey in such quantities as to form a significant load on the wastewater treatment facility.
2. Unusual flow or concentrated wastes forming a slug load as defined in this chapter.
3. Unusual concentrations of inert suspended solids (such as, but not limited to, fuller's earth, lime slurries and lime residues) or of dissolved solids (such as, but not limited to, sodium sulfate).
4. Excessive discoloration (such as, but not limited to, dye wastes and vegetable tanning solutions).

Sec. 62.0519 Special Wastewater Agreements

No statement contained in this chapter shall be construed as prohibiting any special agreements between the ~~v~~Village and any person(s) who wish(es) to deposit industrial waste of unusual strength or character into the ~~v~~Village's sanitary sewer system or ~~w~~Wastewater ~~t~~Treatment ~~system~~Plant, either before or after pretreatment, if there will be no impairment of the functioning of the Wastewater Treatment ~~p~~Plant due to the admission of the waste, no extra costs will be incurred by the ~~v~~Village without recompense, and all rates and provisions set forth in this chapter are complied with.

Sec. 62.0520 Wastewater Discharge Permit Required

In addition to complying with the notice requirements in Sec. 62.0520(1), ~~i~~it shall be unlawful for anyone to discharge any sewage or other polluted waters into any natural waterway within the village or in any area under the jurisdiction of the village without first obtaining a WPDES permit. All industrial users, including existing industrial users and those proposing to connect to or to discharge to the sanitary sewer system or the Wastewater Treatment Plant shall apply for a WPDES permit before connection to or discharging to the sanitary sewer system or the Wastewater Treatment Plant.

Sec. 62.0521 Abandoned~~ed~~ment of Water and Sanitary Sewer Service ~~Connections~~ Laterals

Whenever any sanitary sewer and/or water service lateral ~~connection~~ to the sanitary sewer or water system~~s~~ is abandoned because the building to which the ~~connection~~lateral serves ~~is made has~~ will be~~en~~ abandoned, destroyed or removed, a licensed plumber shall complete disconnection and abandonment of the sanitary sewer and water service laterals, at the expense and request of the property owner. ~~must remove any pipe or connections in the public right-of-way or easement, and cap, plug or otherwise seal the pipe or main.~~ All existing sanitary sewer and water service laterals extended to the property shall be abandoned according to the procedures below and as approved by the Utilities Director. The property owner or the owners agent must notify the Utilities Director at least three (3) business days in advance of the intent to abandon a sanitary sewer and/or water service lateral. The service lateral abandonment must be inspected by a representative(s) of the ~~Water~~ Utilit~~y~~ies Department during normal working hours before burial takes place. The owner of the premises shall be liable for any damages to the property of the Village other than through the fault of Village authorized representative(s) or agents. If proper abandonment is not performed, the Utilities Director may authorize this work to be done and bill it back to the property owner or see that the related charges are placed on the tax roll as a special assessment or fee.

(1) Sanitary Sewer

The private sewer service lateral shall be removed to the property line and properly sealed at the property line if the lateral is to be used again. If the lateral will not be used again, it shall be capped or plugged at the sanitary sewer main.

(2) Water

Prior to the abandonment of the water service lateral the Utilities Department will remove the water meter and shut off the service at the premises curb box valve. Prior to any demolition work, the private water service lateral shall be exposed on private property at a point near the property line, cut-off and sealed. Abandonment shall include all required compacted backfill and restoration of grounds, sidewalk, pavement, or other features to match surrounding conditions.

~~**Sec. 62.0522 Abandoned Sewer Connections**~~

~~Whenever any connection to the wastewater collection system is abandoned because the building to which the connection is made has been abandoned, destroyed or removed, the property owner must expose the line at the property line, disconnect and permanently cap the pipe or connections in the public right-of-way or easement, and cap, plug or otherwise seal the pipe or main as approved by the Utilities Director. The property owner must notify the Utilities Director at least three (3) business days in advance of the intent to abandon a lateral. Before burial takes place the lateral abandonment must be inspected by a representative(s) of the Sewer Utility during normal working hours. If proper abandonment is not performed, the Utilities Director may authorize this work to be done and bill it back to the property owner.~~

Sec. 62.0522 Public Sanitary Sewer Use Required

(1) No person shall place, deposit or permit to be deposited in any unsanitary manner, on public or private property within the Village, any human or animal excrement, garbage or other objectionable waste.

(2) No person shall discharge to any natural outlet within the Village any wastewater or other polluted waters, except where suitable treatment has been provided in accordance with subsequent provisions of this chapter.

(3) Except as provided in this section, it is unlawful to discharge any stormwater, surface water, groundwater, roof runoff or surface drainage or any other connections from inflow sources to the sanitary sewer.

Sec. 62.0523 Responsibility of Contractor During Excavation

As required by Wis. Stats., §182.0175, an excavator performing any excavation, is required to notify Diggers Hotline at least three (3) days before any excavating, grading, digging, trenching, drilling, auguring, tunneling, scraping, and cable or pipe drilling . The excavator shall maintain an eighteen (18) inch buffer zone on each side of a marked facility. No mechanized equipment shall be used within the buffer zone; only hand digging is allowed. Excavation, according to law, means anything that moves, removes, or displaces earth, rock or other material in or on the ground. Violations of Wis. Stats., §182.0175 can be reported to the Diggers Hotline Enforcement Center. If probable cause is found, a panel of Diggers Hotline stakeholders will decide between education and referral to the Public Service Commission of Wisconsin. If referred to the Public Service Commission of Wisconsin, a Commission investigation will determine if there was a violation of the law and any subsequent legal actions or fines.

(1) When excavating machines are used in digging sewers, all water mains shall be maintained at the expense of the contractor.

(2) Contractors shall ascertain for themselves the existence and location of all service pipes. Where they are removed, cut or damaged in the construction of a sewer, the contractor must at his own expense cause them to be replaced or repaired at once.

Sec. 62.0524 Responsibility of the Village During Excavation

As required by Wis. Stats., §182.0175, the Utilities Department, upon receipt of an excavation notice, shall mark in a reasonable manner the locations of any present sanitary sewer and water systems in the area described in the notice to enable the excavator to locate the sanitary sewer and water systems without endangering the security of the systems or the public. The Utilities Department shall mark the locations within the public right-of-way of all laterals connecting to sanitary sewer or water systems. The Utilities Department may make available to an excavator, for inspection and making copies, information on the location of such laterals as shown on maps, drawings, diagrams, or other records, that are readily available. The marking of the sanitary sewer and water systems shall be completed within three (3) working days after receipt of the notice, or if notice is given more than ten (10) days before excavation is scheduled to begin, marking shall be completed at least three (3) working days before excavation is scheduled to begin. If the approximate location of the sanitary sewer and water systems is marked with paint, flags, stakes or other physical means, the following color coding of lines shall comply with the uniform color code adopted by the American National Standards Institute.

(1) Sewer or drain systems: green

(2) Water, irrigation or slurry systems: blue

Sec. 62.0525 Protection and Operation of the Public Water System

(1) It shall be unlawful for any person to willfully pollute or contaminate any water supplied by the public water system in any reservoir or pipe used in the public water system for holding, conveying or distributing water.

(2) It shall be unlawful for any person to in any way obstruct access to any fire hydrant, valve or curb stop connected with the water mains by placing or planting any building materials, rubbish, bushes, trees or other hinderances thereon or therein. The owner or occupant of the property shall protect the curb stop on the premises and shall keep the same free of dirt and other obstructions.

(a) The Utility shall not be liable for failure to locate a curb stop and shut off the water service in case of a leak on the consumer's premises.

(3) No person, except those specifically authorized, shall operate any valve or fire hydrant or other equipment that is part of, or connected to, the public water system.

(4) No unauthorized person shall tamper with, damage, deface or interfere with the works, pipes, hydrants, barricades or other property of the utility, and no person shall throw or shoot any missile at the Village water tower or standpipe. No person shall climb upon the same or ladder leading thereto unless authorized by the Utilities Director.

Sec. 62.0526 Private Fire Protection Service

All fire protection services shall conform to Sec. 62.0524 of this chapter. All fire service systems, including fire sprinklers, shall be installed in accordance with the National Fire Codes. A check valve shall be installed on all fire services after the shutoff valve, inside the building wall and ahead of all fire hose connections. When fire services are laid to a building, the service shall be turned on only by the Utilities Department after the fire protection system is inspected and approved.

Sec. 62.0527 Water Meters

(1) Location Each water service lateral by means of which water is delivered by the utility to a consumer (except such water service laterals used solely for fire protection) shall be connected to an adequately sized meter to accurately measure the amount of water delivered through such water service lateral. It shall be the duty of the owner of any premises to provide a location for the water meter and to maintain such location and passageway thereto clean sanitary and free from any obstructions or any condition of a hazardous nature. No connection for water meters shall be installed in any location not easily accessible or which is, or may be, unclean, unsanitary or in any manner hazardous to the Utilities Department Operators in the discharge of their duties. No meter shall be placed in any pit or manhole without permission from the Utilities Director or their authorized representative(s).

(a) The Utilities Director may at any time order the relocation of existing meters located in pits or extremely difficult areas of access. Water meters shall not be installed below stairways, landings or other platforms. All piping within the building must be supplied and prepared by the property owner. The property owner shall be responsible for contacting the Utilities Department to install the properties meter.

(2) Installation

(a) All meters shall be installed in a horizontal setting, where the service pipe enters the building wall or rises through the floor, and shall be provided with two gate or other full way valves, one on the supply side and one on the building side of the meter setting.

(b) All meters one and a half (1 ½) inches or larger in size shall have a bypass, with a sealed valve, installed around the meter setting and sized as required by the State Plumbing Code.

(c) Meter connections will be provided by the Utility.

(d) If during construction a meter is not installed at the time of piping, a "construction meter" will be installed by the Utility to provide and quantify water service. After ninety (90) days, the "construction meter" will be removed and a meter will be assigned to the premises.

(e) Whenever a water service lateral is extended to a property beyond the curb stop and properly flushed and tested, a final water meter shall be installed within ninety (90) days. The plumbing shall be so arranged that no water can be taken or supplied to the building and fixtures for which the meter was intended unless it will pass through and be registered

by such meter. Licensed plumbers or their employees shall not leave turned on after the completion of work any water supply not protected by a meter, nor shall any licensed plumber or employee turn on, except for testing, any supply previously turned off by the Utility.

(f) In no case shall a pipe coupling be inserted in the line in place of a meter unless authorized by the Utilities Director. Any person violating this provision will be required to pay an amount equal to the amount of damage sustained by the Utility, by reason of loss or damage to the meter, and loss of revenue due to smaller registration of the meter. If the violator is a consumer, the water will be shut off and will remain so until the proper amount is paid.

(3) Maintenance All water meters will be maintained by the Utility in the manner required by the Public Service Commission of Wisconsin. However, once delivered and installed, the owner of the premises shall be liable for all repairs made necessary by freezing, damage or negligence on the part of their contractor, themselves, family or tenants, and the cost of repairs shall be billed for. Meters will be repaired by the Utility and the cost of such repairs caused by ordinary wear and tear will be borne by the Utility.

(4) Water meter removal

(a) Meters shall be left in the condition and manner as set by the Utility and shall not be interfered with in any manner whatsoever.No meter shall be moved or disturbed without special permission from the Utilities Director, except that the property owner may order the water shut off and the meter removed if the building is to be vacant.

(b) When premises are to be vacated, moved or torn down, the Utility shall be notified at once so that it may remove the meter and shut off the water service supply at the curb stop. The owner of the premises shall be liable to prosecution for any damage to Utility property by reason of failure to notify the utility of need to discontinue service.

(5) Tampering with water meters When the Utility has reasonable evidence that a consumer is obtaining water supply, in whole or in part, by means of deviced or methods used to stop or interfere with the proper metering of the water service being delivered to the properties system, the Utility reserves the right to estimate and present a bill for the water service unmetered as a result of such interference, and such bill shall be payable subject to a twenty-four (24) hour notice of disconnection. If the Utility disconnects the consumer for any such reason, it will reconnect the consumer only after any and all damages to its equipment due to such stoppage or interference with metering are paid to the Utility and the consumer agrees to comply with the requirements of the Utility.

Sec. 62.0528 Accidental Discharges by any Person

(1) The accidental discharge of any prohibited or restricted waste into any sanitary sewer shall be reported to the Utilities Director at 920-854-2246 (24 hours per day/seven days per week) by the person responsible for the discharge or by the owner or occupant of the premises where the discharge occurs immediately upon obtaining knowledge of the fact of the discharge so that steps may be taken to minimize its effect on the sanitary sewer system and the Wastewater Treatment Plant.

(a) Notification of the discharge shall not relieve the user of liabilities for any expense, loss or damage to the sanitary sewer system and the Wastewater Treatment Plant or for any forfeiture(s) imposed by the Village.

Sec. 62.0529 Sanitary Sewer and Water Service to other Village Departments

The Village and all of its various departments, except the Utility, shall pay to the Utility the reasonable cost and value of any sanitary sewer or water service rendered by the Utility.

Sec. 62.0530 Permissions to Discharge Wastes

(1) No person without the approval of the Utilities Director shall discharge any waste or other substance directly into the sanitary sewer system. All discharges, including trucked or hauled wastes. To the sanitary sewer system or the Wastewater Treatment Plant shall be through an approved sanitary sewer connection.

(2) No industrial wastes shall be discharged, either directly or indirectly, into the sanitary sewer system without the approval of the Utilities Director. No wastewater, including industrial wastes, shall contain any substance which is deemed deleterious by the Utilities Director as defined in Sec. 62.0518 to the operations of the sanitary sewer system or Wastewater Treatment Plant.

Sec. 62.0531 Permanently Installed In-Ground Sprinkler Systems

All sprinkler systems connected to the Village's water distribution system must comply with Sec. 65.0517 of this ordinance and Ch. SPS 382.41, Wis. Adm. Code.

SECTION 600 – FEES & CHARGES

Sec. 62.0601 Sewer Connection Fees

(1) All new users to the sanitary sewer system are required to buy into the system wide improvements through an initial connection charge. The initial connection charge will be levied against each user connected to the sanitary sewer. The single-family residence connection charge will be on file in the ~~village~~ Administrative Office and is due and payable before any connections are made to the sanitary sewer system. The initial connection charge for multiple-family, commercial or industrial buildings will be based on a multiple of the single-family connection charge or residential equivalent user (REU's). The initial connection charge for restaurants, small commercial or industrial connections will be based on a multiple of the volume of water usage and strength of wastewater in comparison to a typical single-family residence residential equivalent user having the following standards:

REU Standards

Volume	225 gallons per day
BOD (Biochemical Oxygen Demand)	0.51 pounds per day
SS (Suspended Solids)	0.60 pounds per day
Phosphorus	0.03 pounds per day

(2) The Utility~~ies~~ Committee shall establish and maintain a methodology to charge a connection fee for all properties, taking into account the cost of materials, equipment and vehicles, the cost of

employee time to perform the work, and the time required to set up the account for billing purposes.

Sec. 62.0602 Water Connection Fees

(1) Initial water service laterals not installed as part of a subdivision development or an assessible utility extension, will be installed from the main through the curb stop and box by the Utilities Department, and the affected property owners will be billed for the applicable costs.

(2) The Utility~~y~~ies Committee shall establish and maintain a methodology to charge a connection fee for all properties, taking into account the cost of materials, equipment and vehicles, the cost of employee time to perform the work, and the time required to set up the account for billing purposes.

Sec. 62.0603 User Charge System

(1) It is the policy of the Village Board to obtain sufficient revenues to pay the costs of the operation and maintenance of the ~~v~~Village's water distribution system, ~~wastewater~~ sanitary sewer collection~~s~~ system and Wastewater ~~t~~Treatment ~~facilities~~Plant, including establishment of a replacement fund (i.e., a cash account to be used for future expenditures for obtaining or installing equipment, accessories or appurtenances that are necessary to maintain the capacity and performance of those systems and facilities during the service life for which such systems and facilities were designed and constructed), through a user charge system ~~of~~ for water and sanitary sewer service~~s~~ ~~charges~~ as defined in this section. The user charge system shall ensure that each user of the water and sanitary sewer services provided by the Village ~~sewerage facilities~~ pays a proportionate share of the cost of the systems and facilities.

Sec. 62.0604 Reassignment of Users

If wastewater sampling programs, changes in water demand and other related information show a change of categories is necessary, the ~~village~~ Utilities Clerk will reassign water and sanitary sewer users into appropriate water and sanitary sewer service charge categories.

Sec. 62.0605 Sanitary Sewer User Charge Methodology

The Utility~~y~~ies Committee shall establish and approve the methodology for sanitary sewer user rates. The following factors shall be used to calculate the debt service and operation, maintenance and replacement charges for the treatment of wastewater:

(a) Debt service charges.
(b) Operation, maintenance and replacement charges.
(c) Surcharges. All users shall pay a surcharge on wastewater exceeding normal concentrations.
(d) Sprinkler and landscape credits will not be allowed.

Sec. 62.0606 Water User Charge System

The methodology for determining water rates is established by the Wisconsin Public Service Commission. The water user charges are established and included in the Wisconsin Public Service Commission (WPSC) rate file established for the ~~v~~Village.

Sec. 62.0607 Review and Approval of Rates

The ~~v~~Village's Utility~~y~~ies Committee shall provide oversight of the ~~u~~Utilities Department, consistent with the requirements of the Wisconsin Public Service Commission. The Utility~~y~~ies Committee will prepare an annual budget and capital improvement plan on the same schedule as the Village of Sister Bay Budget for approval by the Village Board. The Utility~~y~~ies Committee will conduct a review of wastewater

and sanitary sewer collection system rates annually and water rates during alternate years for Village Board consideration.

Sec. 62.0608 Records and Expenditures

The ~~water and sewer u~~Utility~~y~~ies Department shall maintain all records of revenue and expenditures as required by the WPSC and applicable statutes.

Sec. 62.0609 Annual Sanitary Sewer System Audit

The ~~village~~ Utilities Department shall conduct an annual audit, the purpose of which shall be to maintain the proportionality between the users and user classes of the sanitary sewer user charge system and to ensure that adequate revenues are available relative to increasing operation, maintenance and replacement costs for the sanitary sewer system, ~~and w~~Wastewater ~~t~~Treatment ~~works~~ Plant and water system.

Sec. 62.0610 Sanitary Sewer and Water Charges

(1) All sanitary sewer and water service charges shall be billed quarterly and will be considered payable to the ~~Water and Sewer~~ Utility~~y~~ies Department no later than twenty (20) days after the end of each period. Every reasonable care will be exercised in the proper delivery of sanitary sewer and water bills. Failure to receive a sanitary sewer and/or water bill, however, shall not relieve any person of the responsibility for payment of sanitary sewer and water rates within the prescribed period, nor exempt any person from any penalty imposed for delinquency in the payment of it. All property owners will be held responsible for all sanitary sewer and water bills on the premises that they own. All sanitary sewer and water bills and notices of any nature about the sanitary sewer or water system will be addressed to each owner and delivered to the premises referred to on such bill or notice. A late payment charge of three percent (3.0%), but not less than fifty cents ($0.50), will be added to all bills not paid within twenty (20) days of issuance.

(2) All sanitary sewer charges shall be collected and shall be a lien upon the property serviced in the same manner as water rates are charged and collected pursuant to Wis. Stats., §66.0821(4)(d), and all water charges shall be a lien on the property serviced pursuant to Wis. Stats., §66.0809. All such charges shall be collected in the manner therein provided.

Sec. 62.0611 Disposition of Revenues

(1) The amounts received from the collection of charges authorized by this chapter shall be credited to a sanitary sewerage account that shall show all receipts and expenditures of the sewerage system. Charges collected for replacement expenses shall be credited to a segregated, non-lapsing replacement account. These funds are to be used exclusively for replacement. When appropriated by the ~~v~~Village, the credits to the sanitary sewerage account shall be available for the payment of the requirements for operation, maintenance, repairs and depreciation of the sewerage system consistent with 40 CFR 35.929. Any surplus outside the purview of 40 CFR 35.929, in such account, shall be available for the payment of principal and interest of bonds issued and outstanding, or that may be issued, to provide funds for such sewerage system, or part of it, and all or a part of the expenses for additions and improvements and other necessary disbursements or indebtedness, and the ~~v~~Village may resolve to pledge each surplus or any part of it for any such purpose. All present outstanding sewerage system general obligation bonds on the effective date of the ordinance from which this chapter is derived, including refunding bonds, shall be paid from this fund with respect to principal as well as interest.

(2) Excess revenues collected for a user class will be applied to operation and maintenance costs and will be attributable to that class for the next year.

Sec. 62.0612 Establishment of Impact Fees

All impact fees delineated in Section 1000 of this Chapter were established by the ~~v~~Village pursuant to ~~Section~~Wis. Stats., §66.0617 ~~of the Wisconsin Statutes~~.

SECTION 700 – CONTROL OF HIGH STRENGTH WASTE AND SEPTAGE WASTE

Section 62.0701 Control of High Strength Waste and Septage Wastes.

(1) Discharge of High Strength Waters, Wastes or Septage

If any waters, wastes or septages are discharged, or proposed to be discharged, to the public sanitary sewers or at the Wastewater Treatment Plant, and those waters, wastes or septage contain substances or possess the characteristics enumerated in Sec. 62.0518, and, in the judgment of the ~~village~~Utilities Director, may have deleterious effects upon the Wastewater Treatment ~~p~~Plant, its processes, equipment, or receiving waters, or otherwise has been determined to create a hazard to life and health or constitutes a public nuisance, the Utilities Director may:

(a) Reject the wastes.

(b) Require pretreatment to an acceptable condition for discharge to the public sanitary sewers or Wastewater Treatment Plant.

(c) Require control over the quantities and rates of discharge.

(d) Require payment to cover the added cost of handling and treating the wastes not covered by existing taxes or sanitary sewer charges under the provisions of this section.

(2) Control Manholes.

(a) Each person discharging high strength wastes into a public sanitary sewer shall construct and maintain one or more control manholes or access points to ease observation, measurement and sampling of their wastes, including domestic sewage.

(b) Control manholes or access facilities shall be located and built in a manner acceptable to the Utilities Director. If measuring devices are to be permanently installed, they shall also be of a type acceptable to the Utilities Director.

(c) Control manholes, access facilities and related equipment shall be installed by the person discharging the high strength waste, at their expense, and shall be maintained by the person discharging the waste to be in safe condition, accessible and in proper operating condition always. Plans for installation of control manholes or access facilities and related equipment shall be approved by the Village ~~b~~Board before the beginning of construction.

(3) Metering of Waste.

Devices for measuring the volume of waste discharged may be required by the ~~village~~Utilities Department if this volume cannot otherwise be estimated. Where required by the ~~village~~Utilities Department, metering devices for determining the volume of water shall be installed, owned and maintained by the person discharging the wastewater. Following approval and installation, such meters may not be removed without the consent of the ~~village~~Utilities Director.

(4) Waste Sampling.

(a) High strength wastes and septage discharged into the public sanitary sewers or at the Wastewater Treatment Plant shall be subject to periodic inspection and a determination of the character and concentration of such wastes. The determinations shall be made by

the industrial classification or the licensed disposer as often as may be deemed necessary by the ~~village~~Utilities Director.

(b) Samples shall be collected in such a manner as to represent the composition of the wastes. The sampling may be accomplished either manually or by mechanical equipment acceptable to the ~~village~~Utilities Director.

(c) Testing facilities shall be the responsibility of the person discharging the high strength waste or septage, and shall be subject to the approval of the ~~village~~Utilities Director. Access to sampling locations shall always be granted to the ~~village~~Utilities Department or its duly authorized representative. Every care shall be exercised in the collection of samples to ensure their preservation in a state comparable to that which existed at the time the sample was taken.

(5) Pre-~~T~~treatment.

When required, in the opinion of the ~~village~~Utilities Director, to modify or eliminate wastes that are harmful to the structures, processes or operation of the sanitary sewer collection system ~~wastewater conveyance~~ and Wastewater ~~t~~Treatment Plant ~~facilities~~, the discharger shall provide at their expense such preliminary treatment or processing facilities as may be required to render such wastes acceptable for admission to the public sanitary sewers or the Wastewater Treatment Plant.

(6) Grease, Oil and Sand Interceptors.

The intent of the following grease interceptor requirements are to provide rules to eliminate or decrease the accumulation of grease in the pipes and pumps of the sanitary sewer collection system and to reduce the waste loading of undesirable elements at the Wastewater ~~t~~Treatment ~~p~~Plant. This will serve to reduce or eliminate special costs to the sanitary sewer users, such as sanitary sewer cleaning due to grease plugs, odor control and additional chemical treatment.

Grease, oil and sand interceptors shall be provided when, in the opinion of the Utilities Director, they are necessary for the proper handling of liquid wastes containing floatable grease in excessive amounts, as specified in ~~Section 62.0518(1)(i)~~Ch. SPS 382.34, Wis. Adm. Code; except that such interceptors shall not be required for private living quarters or dwelling units.

All interceptors shall meet the requirements of ~~Wisconsin Administrative code~~Ch. SPS 382.34, Wis. Adm. Code. The owner(s) shall be responsible for the proper removal and disposal by appropriate means of the captured material and shall maintain records of the dates and the means of disposal, which are subject to review by the Utilities Director. Any removal and hauling of the collected materials not performed by the owner(s) personnel must be performed by currently licensed waste disposal firms.

In addition to the requirements stated above, all restaurants, food processing and similar facilities must comply with the requirements of Subsections (a) and (b) below.

(a) Installation of Grease Interceptors:

1. No later than December 1, 2014 grease interceptors must be provided at all restaurants, food processing and similar facilities for the proper handling of liquid wastes containing floatable grease in excessive amounts as specified in ~~Section 62.0518(1)(i)~~Ch. SPS 382.34, Wis. Adm. Code.
2. All interceptors shall meet the requirements of ~~Wisconsin Administrative Code~~Ch. SPS 382.34, Wis. Adm. Code, except that the ~~v~~Village shall reserve the right to require all new restaurants, food processing and similar facilities to have exterior grease interceptors.

(b) Inspection and Cleaning of Grease Interceptors:

1. All interior grease interceptors must be inspected by the restaurant or food processing facility owner or authorized employee and cleaned once per month,

except during periods when restaurants, food processing and similar facilities are not open for business.

2. All exterior grease interceptors must be inspected and cleaned by a licensed pumper or hauler by May 1 of each year.
3. The Utilities Director, or the designated representative for the Utilities Department, shall have the authority to require more or less frequent cleanings.
4. All interceptor inspections and cleaning must be recorded on a form provided by the Utility~~y~~ies Department, and a signed copy must be affixed to a clipboard and prominently displayed in public view for inspection by Utilities Department ~~Staff~~. If a commercial hauler performs the cleaning service, their name and signature must be recorded on the form after each cleaning. Failure to properly clean the interceptor, and to display the cleaning records with an executed and signed inspection/cleaning form will result in violation. If the restaurant or food processing facility has not been open for business or in operation during the month to be reported, it should be so noted on the reporting form.
5. If the Utility~~y~~ies Departments inspection reveals that an interceptor is in need of cleaning, a written notice will be issued to the owner or their representative, and the Utility~~y~~ies Department will have the interceptor cleaned. The owner will be billed the cost for cleaning the interceptor, including a service charge by the Utility~~y~~ies Department. Delinquent bills with interest will be placed on the tax roll for the property as a special charge.
6. If the Utility~~y~~ies Departments inspection reveals that an interceptor is defective or undersized so as to not work properly the Utilities Director may order the repair or replacement of the interceptor.
7. Wastes from interceptor cleaning shall not be disposed of in the sanitary sewer system.
8. Grease liquifiers or solvents of any kind shall not be used to clean grease interceptors.
9. The Utilities Director shall annually report to the Utilities Committee and the Village Board on the status of compliance with these provisions of the various businesses and facilities no later than May 15 each year.

(7) Analyses.

(a) All measurements, tests and analyses of the characteristics of waters, wastes and septage to which reference is made in this chapter shall be determined according to the "Standard Methods for the Examination of Water and Wastewater," published by the American Public Health Association, and the "Guidelines Establishing Test Procedures for Analysis of Pollutants," (40 CFR 136). Sampling methods, locations, times, durations, and frequencies are to be determined on an individual basis subject to approval by the ~~village~~Utilities Director.

(b) Determination of the character and concentration of high strength wastes shall be made by the person discharging them or his agent, as designated and required by the ~~village~~Utilities Department. The ~~village~~Utilities Department may also make its own analyses of the wastes. and these determinations shall be used as a basis for charges. If the person discharging the waste contests the determination, the ~~village~~Utilities Department may elect to have an independent laboratory determine the character and concentration of the waste. Such independent laboratory shall be acceptable to both the ~~village~~Utilities Director and the person discharging the waste. All costs incurred by the independent laboratory in determining shall be assumed by the discharger.

(8) Submission of information.

Plans, specifications and any other pertinent information relating to proposed flow equalization, pretreatment or processing facilities shall be submitted for review of the ~~village~~Utilities Director before the start of their construction if the effluent from such facilities is to be discharged into the public sanitary sewers.

(9) Extension of time.

When it can be demonstrated that circumstances exist that would create an unreasonable burden on the person proposing to discharge a waste to comply with the time schedule imposed in this chapter, a request for extension of the time may be presented for consideration by the Utillities Director.

SECTION 800 – VIOLATIONS AND PENALTIES

Section 62.0801 Violations and Penalties.

(1) Damages and Accidental Discharge.

(a) Damages.

No unauthorized person shall maliciously, willfully or negligently break, damage, destroy, uncover, deface or tamper with any structure of pertinence, or equipment that is a part of the sanitary sewer system or the water system.

(b) Accidental discharge. Any person found responsible for accidentally allowing a deleterious discharge into the sanitary sewer system that causes damage to the Wastewater ~~t~~Treatment ~~facility~~Plant and/or receiving body of water shall, besides a fine, pay the amount required to cover the resultant damages; both values to be established by the ~~v~~Village Board.

(2) Written Notice of Violation.

(a) Any person connected to the sanitary sewerage system or the water system who violates a provision of this chapter shall be served by the ~~v~~Village with a written notice stating the nature of the violation that provides a reasonable time for the satisfactory correction of it. If the person does not correct the violation within the time set by the ~~v~~Village, then the person shall be liable for the penalties set forth in subsection (7) of this section from the day the violation first occurred. The offender shall, within the period stated in such notice, permanently cease all violations.

(b) Any licensed disposer discharging to the ~~w~~Wastewater ~~t~~Treatment ~~facility~~Plant or to a public sanitary sewer, who is found violating a provision of this chapter ~~or of any conditions of the Village Board's approval for septage disposal~~, may have their hauler agreement approval immediately revoked. This revocation shall be done in writing and state the reason for revoking the ~~septage disposal~~ hauler agreement approval.

(c) Whenever any of the rules and regulations of this chapter, or others as the ~~v~~Village may hereafter adopt, are violated, the use of service shall be shut off from the building or place of violation (even if there are two or more parties receiving service through the same connection) and shall not be re-established except by order of the ~~Village Board~~Utilities Director and on payment of all arrears, as well as the expenses and established charges for shutting off service and turning it back on, and other terms as the Village Board may decide. The Village Board, furthermore, may declare any payment made for service by the parties committing the violation to be forfeited, and that shall occur.

(3) Liability to Village For Losses.

Any person violating any provision of this chapter shall become liable to the ~~v~~Village for any expense, loss or damage occasioned because of a violation that the ~~v~~Village may suffer as a result of it.

(4) Damage recovery.

(a) The ~~sewer u~~Utility~~y~~ies Department shall have the right of recovery from all persons any expenses incurred by ~~such~~ the ~~u~~Utility~~y~~ies Department for the repair or replacement of any sanitary sewer main, forcemain or service lateral ~~pipe~~ damaged in any manner by any person by the performance of any work under their control or by any negligent acts.

(b) The ~~water u~~Utility~~y~~ies Department shall have the right of recovery from all persons any expenses incurred by ~~such~~ the ~~u~~Utility~~y~~ies Department for the repair or replacement of any water main or service lateral ~~pipe~~, curbcock, curb stop, gate valve, hydrant or valve box damaged in any manner by any person by the performance of any work under their control or by any negligent act. Owners or operators of motor vehicles will be held liable for the cost of repair of any hydrant damaged by them and the ~~u~~Utility~~y~~ies Department will not be responsible for the damage to the motor vehicle because of such accident.

(5) Penalties for Well Abandonment.

Failure to abandon any well after revocation of a permit to follow the provisions of ~~Wisconsin Administrative Code~~ Ch. NR ~~Chapter~~ 812, Wis. Adm. Code, in abandoning the well is hereby deemed a public nuisance, and the ~~v~~Village may cause the well to be properly abandoned and may assess the cost against the owner of the affected property and collect it as a special tax.

(6) Penalties for Cross Connections.

The ~~village~~Utilities Department may discontinue water service to any property wherein any connection in violation of this chapter exists, if the ~~village~~Utilities Director reasonably believes that a cross-connection may contaminate the municipal water system. The ~~village~~Utilities Department may also take other precautionary measures deemed necessary to eliminate any danger of contamination of the municipal ~~public~~ water system. Water service shall be discontinued only after reasonable notice and opportunity for hearing under Wis. Stats., Ch.~~apter~~ 68, ~~Wisconsin Statutes,~~ except as provided below. Water service shall not be restored until the matters in violation of this chapter have been eliminated and the private well and plumbing have been brought into compliance with the provisions of this chapter, or adequate assurances are given to the ~~village~~Utilities Department in its discretion that this chapter will be complied with in a timely manner. If it is determined by the ~~village~~Utilities Director that a failure of compliance with this chapter endangers the public health, safety or welfare and requires immediate action and a written finding to that effect is filed with the Village Clerk and delivered to the customer's premises, service may be immediately discontinued. The customer shall have an opportunity for hearing under Wis. Stats., Ch.~~apter~~ 68, ~~Wisconsin Statutes,~~ within ten (10) days of an emergency discontinuance.

(7) Penalties.

Any person who shall violate any of the provisions of this chapter shall, upon conviction, forfeit not less than $100.00 nor more than $1,000.00 and the costs of prosecution ~~(~~pursuant to Wis. Stats., ~~Section~~§66.0114). This, however, shall not bar the ~~v~~Village from enforcing the mandatory hookup connection duties set out in this chapter. Compliance with this chapter may also be enforced by injunction order at the suit of the ~~v~~Village to prevent or cause the discontinuance of a violation of any of the provisions of this chapter. This chapter may be enforced by the issuance of a citation to any violator of this chapter by the Village Administrator, the Utilities Director, by any state officer with police powers, or any other duly appointed law enforcement officer of the ~~v~~Village.

(8) Continued Violation.

Any person, partnership, corporation or any officer, agent or employee thereof who shall continue any violation beyond the notice time limit provided shall, upon conviction, forfeit not less than $500.00 per day of continued violation along with the costs of prosecution. In default of payment of forfeiture and costs, such violator shall be imprisoned in the county jail for a period not to exceed five days. Each day in which any violations is continued beyond the notice time limit shall be deemed a separate offense.

SECTION 900 – DEFINITIONS

Section 62.0901 Definitions.

Unless the context specifically indicates otherwise, the meaning of terms used in this chapter shall be as follows:

(1) All words shall have the same meanings as set forth in ~~Section 66.0617(1) of~~ the Wisconsin State Statutes.

Accessible When applied to a fixture, appliance, pipe, fitting, valve or equipment, means having access for maintenance, but which first may require the removal of an access panel or similar obstruction.

Agent An individual or agency recognized by the department to act on the department's behalf relative to a specific activity or function.

Approved Acceptance documented in writing by the department.

Approving authority ~~means t~~The Village Board or its duly authorized committee, agent or representative.

Appurtenance A manufactured device or prefabricated assembly of component parts which is an adjunct to a plumbing product or plumbing system.

AWWA The American Water Works Association.

Backflow ~~means~~:

1. A flow condition induced by a differential in pressure that causes the flow of water or other liquid into the distribution pipes of a potable water supply from any source or sources other than its intended source.
2. The backing up of water through a conduit or channel in the direction opposite to normal flow.

Backflow prevention A means designated to prevent backflow caused by backpressure or backsiphonage; most commonly categorized as air gap, reduced pressure principle backflow assembly, double check valve assembly, pressure vacuum breaker assembly, backsiphonage backflow vacuum breaker (spill-resistant pressure vacuum breaker) assembly, pipe applied atmospheric vacuum breaker, flush tank ballcock, laboratory faucet backflow preventer, backflow preventer for carbonated

beverage machine vacuum breaker wall hydrants (freeze-resistant automatic draining type), chemical dispensing machine, hose connection vacuum breaker, hose connection backflow preventer, backflow preventer with intermediate atmospheric vent and barometric loop.

Back pressure An elevation of pressure in the downstream piping system (i.e., pump, elevation of piping, or steam and/or air pressure) above the Utility supply pressure which would cause or tend a reversal of the normal direction of flow.

Back siphonage The flow of water or other liquids, mixtures or substances into the Utility's potable water system from any source caused by the sudden reduction of pressure in the Utility's potable water supply system.

Biochemical oxygen demand (BOD) ~~means~~ ~~t~~The quantity of oxygen ~~used~~ utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five days at 20 degrees Celsius, expressed ~~as~~in milligrams per liter (mg/L). ~~Quantitative~~ The laboratory determination ~~of BOD~~ shall be made in accord~~ing~~ance ~~to~~with ~~procedures set forth in the most recent edition of "Standard Methods."~~40 CFR 136, Guidelines Establishing Test Procedure for the Analysis of Pollutants, or as EPA otherwise determines.

Building A structure for support, shelter or enclosure of persons or property.

Building drain ~~means that part of the lowest h~~Horizontal piping ~~of a drainage system that receives the discharge from waste and other drainage pipes inside the walls of the building and conveys it to the building sewer.~~ Within or under tge fully enclosed portion of a building, installed below the lowest fixture or the lowest floor level from which fixtures can drain by gravity to the building sewer.

Building sewer ~~means~~ ~~t~~The ~~extension from the public sewer or other place of disposal beginning outside the inner face of the building wall.~~ Part of the horizontal piping beginning three feet to five feet from the foundation wall to its connection with the main sewer, septic tank or other disposal terminal.

Cleanout An accessible opening in a drain system used for the removal of obstructions.

Commision The Wisconsin Public Service Commission.

Commercial user Any business or nonprofit organization that provides goods or services and generates wastewater.

Compatible pollutants ~~means b~~Biochemical oxygen demand, suspended solids, phosphorus, or pH, plus additional pollutants identified in the Wisconsin Pollutant Discharge Elimination System (WPDES) permit for the publicly owned treatment works receiving the pollutants if such works were designed to treat such additional pollutants to a substantial degree.

Conduit Piping or tubing used to protect discharge or suction piping or electrical wires.

Contaminant Any physical, chemical, biological or radiological substance or matter in water.

Corporation cock A valve:

1. Installed in a private water main or a water service at or near the connection to a public water main; or
2. 2. Installed in the side of a forced main sewer to which a forced building sewer is connected.

Crawl space The space below a building having no basement, the space being at ground grade, in a depression or in an excavation.

Cross-connection Any physical connection or arrangement between two otherwise separatee systems, one of which contains potable water from the Utility, and the other containing water from a private

source, water of unknown or questionable safety, or steam, gases or chemicals, whereby there may be a flow from one system to the other, the direction of flow depending on the pressure differential between the two systems.

Cross-connection control ~~means a~~ A program for protecting the public water system from contamination due to the backflow of contaminants through the water service connection into the public water system.

Cross-Connection Control Manual Policies and procedures for cross-connection control and backflow prevention for the Village of Sister Bay.

Curb stop A valve placed in a water service or a private water main, usually near the lot line.

Debt service charges ~~means a~~All costs associated with the repayment of debts incurred for the construction and/or rehabilitation of the wastewater collection system and treatment facility.

Development shall have the same meaning as the phrase "Land Development".

Diameter In reference to a pipe the nominal inside diameter of the pipe.

Discharge Release of wastewater or other pollutant from or through pipes, conduits, pumping stations, ditches, or tank trucks; the ground through defective pipes, pipe joints, or walls; roof leaders; cellar, yard, or area drains; foundation drains, drains from springs and wetlands, manhole covers, cross-over pipes from storm sewers, catch basins, storm sewers, surface runoff, street wash waters, or other drainage.

Distribution system All pipes or conduits by which water is delivered to consumers except piping and fixtures inside buildings served, water services and private water mains as defined in Ch. SPS 381, Wis. Adm. Code.

Ditch A long narrow excavation dug in the earth for the drainage of surface water.

Domestic wastewater A combination of liquid and water-carried wastes discharged from toilets and/or sanitary plumbing facilities, together with such groundwater, surface water and stormwater as may have inadvertently entered the sewerage system, with waste strengths no greater than the following:

(1) BOD concentration of not more than 250 mg/L.
(2) TSS Concentration of not more than 250 mg/L.
(3) Phosphorus concentration of not more than 10 mg/L (as P).
(4) Ammonia nitrogen concentration of not more than 25 mg/L (as N).

Drain Any pipe that carries wastewater or water-borne wastes.

Drain system Includes all the piping or any portion of the piping within public or private premises which conveys wastewater to a legal point of disposal, but does not include the mains of public sewer systems or a private onsite wastewater treatment system or public sewage treatment or disposal plant.

Dwelling A structure, or that part of a structure, which is used or intended to be used as a home, residence or sleeping place by one person or by two (2) or more persons maintaining a common household, to the exclusion of all others.

Effluent Liquid discharged from a process, device, appurtenances or piping system.

Emergency A condition that poses a clear and immediate danger to life or health, or a significant loss of property.

Excavation Any operation in which earth, rock or other material in or on the ground is moved, removed or otherwise displaced by means of any tools, equipment or explosives and includes grading, trenching, digging, ditching, drilling, augering, tunneling, scraping, cable or pipe plowing and driving and means any operation by which a structure or mass of material is wrecked, razed, rended, moved or removed.

Excavator A person who engages in excavation.

Equalization The collection and temporary on-site storage of process wastewater by an industrial user for the purposes of slug discharge control and also for purposes of discharging process wastewater with a more consistent flow rate and pollutant concentration.

Fats, oil, and grease (FOG) Organic polar compounds derived from vegetable, plant, or animal sources that are composed of long chain triglycerides that are insoluble in water. Fats are generally solid particles, oils are usually liquid at room temperature, and grease is usually solid at room temperature.

Faucet A valve end of a water pipe by means of which water can be drawn from or held within the pipe.

Feature Any well construction or pump installation item for which there is a specification in this chapter.

Filling and sealing To fill a well, drillhole, pit or reservoir with a material or materials so the well, drillhole, pit or reservoir will not act as a vertical conduit to contaminate another well, groundwater or an aquifer.

Fire sprinkler system An integrated system of underground and overhead piping designed in accordance with fire protection engineering standards. The system includes a suitable water supply, such as a gravity tank, fire pump, reservoir or pressure tank or connection beginning at the supply side of an approved gate valve located at or near the property line where the pipe or piping system provides water used exclusively for fire protection and related appurtenances and to standpipes connected to automatic sprinkler systems. The portion of the sprinkler system above ground is a network of specially sized or hydraulically designed piping installed in a building, structure or area, generally overhead, and to which sprinklers are connected in a systematic pattern. The system includes a controlling valve and a device for actuating an alarm when the system is in operation. The system is usually activated by heat from a fire and discharges water over the fire area.

Floatable oil ~~means o~~Oil, fat or grease in a physical state such that it will separate by gravity from wastewater by treatment in an approved pretreatment facility. A wastewater ~~or septage~~ shall be considered free of floatable fat if it is properly pretreated and the wastewater does not interfere with the collection or treatment system.

Floor drain A drain which is installed in the floor of a structure designed to remove any standing water near it.

Flow The volumetric measure of a liquid stream in a specified time.

Flushing Causing rapid intermittent flow of water from a well by pumping, bailing or similar operation.

Force main A pipe which wastewater is carried under pressure.

Foundation drain A system of pipes that are installed under or around the foundation or under the basement floor to collect water and move it off-site to prevent the basement from filling with ground water.

Garbage ~~means t~~The residue from the domestic and commercial preparation, cooking and dispensing of food, and from the handling, storage and sale of food products and produce.

Ground garbage ~~means~~ ~~t~~The residue from the domestic and commercial preparation, cooking and dispensing of food that has been shredded to such degree that all particles will be no greater than one half inch in any dimension and will be carried freely in suspension under normal flow conditions in public sanitary sewers.

Grab sample A sample which is taken from a waste stream on a one-time basis without regard to time or the flow in the waste stream.

Groundwater Any of all waters of the state, as defined in Wis. Stats., §281.01(18), occurring in a saturated subsurface geological formation of rock or soil.

High Strength waste ~~means t~~The wastewater from commercial or industrial processes, trade or business, as distinct from sanitary sewage, including cooling water and the discharge from sewage pretreatment facilities.

Holding tank A watertight receptacle for the collection and holding of wastewater.

Holding tank waste Liquid that is removed from a holding tank that receives and accumulates liquid waste generated from human activity. The holding tank will not have an outlet.

Improperly constructed well ~~means a~~A well or pump installation that does not comply with the provisions of ~~Wis. Admin. Code~~ NR Chapter 812, Wis. Adm. Code in effect at the time of construction of the well, at the installation of a contamination source, at the installation of the pump or completion of work on the well or pump installation.

Incompatible pollutants ~~mean w~~Wastewater ~~or septage~~ with pollutantsof such strength that will adversely effect or disrupt the wastewater processes or effluent quality or sludge quality if discharged to a wastewater treatment facility.

Industrial user Any person, including, but not limited to, business or other facility, that is a source of indirect discharge or other industrial waste into the sewerage system.

Industrial waste Any solid, liquid or gaseous substance discharged, permitted to flow or escaping from any industrial, manufacturing, commercial or business establishment or process or from the development, recovery or processing of any natural resources, as distinct from domestic wastewater.

Industrial wastewater The liquid wastes that result from industrial processes.

Interference A discharge which, alone or in conjunction with a discharge or discharges from other sources, both:

(1) Inhibits or disrupts the Wastewater Treatment Plant, its treatment processes or operations or its sludge processes, use or disposal.

(2) Is the cause of a violation of any requirement of the Village's WPDES permit, including an increase in the magnitude or duration of a violation, or of the prevention of sludge use or disposal in compliance with Ch. 281 and 283, Wis. Stats., or any applicable federal, state, or local statutes.

Laterals (service lateral) ~~means~~:

1. A ditch, pipe or other conduit entering or leaving a water main from the side.
2. A sewer that discharges into the main sanitary sewer or other sewer branch.

Licensed disposer ~~means a~~A person holding a license under Wis. Stats. § 281.49(1)(a).

Licensed driller Any individual who has paid the annual license fee under Wis. Stats., §280.15 (2m)(c)1, and obtained a license under Wis. Stats., §280.15(2m) as a driller. Also defined as a licensed well driller.

Licensed pump installer Any individual who has paid the annual license fee under Wis. Stats., §280.155(2m)(c)1. And obtained a license under Wis. Stats., §280.15(2m) as a pump installer.

Lift station A station positioned in the sanitary sewer system at which wastewater is pumped to the nearest gravity sanitary collection main.

Main The principle pipe artery to which branches may be connected.

May means permissible

Meter ~~means a~~An instrument installed to measure the volume and/or rate of flow of water delivered through it.

Municipal wastewater ~~means t~~The spent water of a community. The wastewater may be a combination of the liquid and water carried wastes from residences, commercial buildings, industrial plants and institutions, together with any groundwater, surface water and stormwater that may ~~be present~~have inadvertently entered the sewerage system.

Municipal water system A community water system owned by a city, village, county, town sanitary district, utility district, public inland lake and rehabilitation district, municipal water district or a federal, state, county or municipal owned institution for congregate care or correction, or a privately owned water utility serving the foregoing. In this chapter, meaning the community water system owned by the Village.

Natural outlet ~~means a~~Any outlet, including storm sewers, into a watercourse, pond, ditch, lake or other body of surface water or groundwater.

Normal domestic strength wastewater ~~means w~~Wastewater with concentrations less than 300 mg/l BOD, 250 mg/l suspended solids and 12 mg/l phosphorus.

Normal user ~~means a~~A user whose contributions to the wastewater treatment facility consist only of normal domestic strength waste originating from a house, apartment, condominium or other living quarters occupied by a person or persons making up a distinct household, business or commercial enterprise.

Operation and maintenance costs ~~means a~~All costs associated with the operation and maintenance of the wastewater collection and treatment facilities. These costs, including costs associated with extraneous (clear water) flows, shall be divided proportionately among the various sewer users according to their equivalent user factors.

Parts per million ~~means~~Shall be a weight-to-weight ratio; the parts per million value multiplied by the factor 8.34 shall be equivalent to pounds per million gallons of water.

Person ~~means a~~Any ~~person, including any~~ individual, firm, partnership, company, municipal or private corporation, association, society, institution, enterprise, governmental agency or other entity or their legal representatives, agents, or assigns.

pH ~~means t~~The logarithm (base 10) of the reciprocal of the hydrogen-ion concentration expressed in moles per liter. ~~The concentration is the weight of hydrogen ions, in grams per liter of solution.~~ Neutral water, for example, has a pH value of seven and a hydrogen ion concentration of 10^{-7}.

Phosphorus (P) Total phosphorus expressed in terms of milligrams per liter (as P). Phosphorus can occur naturally at low concentrations in surface waters. Higher phosphorus concentrations in surface water are typically a result of human activity and are introduced to waterways from both point sources and nonpoint sources. Phosphorus is present in both organic solids as well as in the form of inorganic phosphate (PO_4^{-3}) and is introduced from a variety of sources including agricultural and lawn fertilizers,

domestic wastewater, detergents, industrial process wastes and geological formations. The presence of phosphorus in concentrations above natural background concentrations results in higher algal activity and rooted aquatic plants which can lead to the deterioration of water quality and odor problems. The laboratory determinations shall be made in accordance with 40 CFR 136, Guidelines Establishing Test Procedures for the Analysis of Pollutants, or as EPA otherwise determines.

Pollutant Any contaminant present in wastewater, including, but not limited to, dredged spoil, solid waste, incinerator residue, wastewater, garbage, sludge, biosolids, munitions, chemical wastes, medical waste, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock sand, cellar dirt and industrial (including biodegradable waste), municipal, commercial and agricultural waste discharged into water.

Portable Restroom Fixtures, incorporating holding tank facilities, designed to directly receive human excrement. Portable restrooms are self-contained units, may be designed for one or more person's at a given time and are readily transportable.

Portable toilet waste The solid and liquid fraction removed from a portable toilet.

Potable water ~~means w~~Water that does not contain objectionable pollution, contamination, minerals or infective agents and is considered satisfactory for domestic consumption.

Pretreatment The equalization or reduction of the amount of pollutants, the elimination of pollutants or the alteration of the nature of pollutant properties in wastewater to a less harmful state prior to or in lieu of discharging or otherwise introducing the pollutants into the sewerage system.

Public sanitary sewer ~~means any~~ A sanitary sewer provided by or subject to the jurisdiction of the ~~v~~Village and in which all owner abutting properties have equal rights. It shall also include sanitary sewers within or outside the Village corporate boundaries that serve one or more persons and ultimately discharge into the ~~v~~Village's sanitary sewer system, ~~although~~ even though th~~o~~ose sewers may not have been constructed with ~~v~~Village funds.

Public water system A system for the provision to the public of piped water for human consumption through pipes or other constructed conveyances, if the system has at least fifteen (15) service connections or regularly serves an average of at least twenty-five (25) individuals daily at least sixty (60) days out of the year. A public water system is either a "community water system" or a "non-community water system". A system:

1. Includes any collection, treatment, storage and distribution facilities under the control of the operator of a system and used primarily in connection with the system.
2. Includes any collection or pretreatment storage facilities not under the system's control which are used primarily in connection with the system.

Pump installation ~~means t~~The pump and related equipment used for withdrawing water from a well including the discharge piping, the underground connections, pitless adapters, pressure tanks, pits, sampling faucets and well seals or caps.

Receiving waters Any body of surface or subsurface water receiving discharge of wastewater or treated wastewater.

Replacement costs ~~means a~~A service charge levied on users of the wastewater collection and treatment facilities for payment of capital expenses and operation and maintenance costs, including replacement of such facilities.

Sanitary District: ~~means t~~The portion of the Town of Liberty Grove covered by the Liberty Grove Sanitary District.

Sanitary sewage ~~means a~~A combination of liquid and water carried wastes discharged from toilets and/or sanitary plumbing facilities, with such groundwaters, surface waters and stormwaters ~~as may be present~~that are not admitted intentionally.

Sanitary sewer ~~means a~~A sewer that carries liquid and water carried wastes from residences, commercial buildings, industrial plants and institutions, with small quantities of groundwaters, surface waters, and stormwaters ~~and unintentionally admitted surface water~~ that are nor admitted intentionally.

Sanitary sewer overflow An unintended release of sanitary sewerage from the sewerage system to the aquatic and/or terrestrial ecosystem.

Septage ~~means scum, liquid, sludge or other waste from~~ a septic tank~~, soil absorption field, holding tank, vault toilet or privy~~. ~~This does not include the waste from a grease trap.~~ The scum, liquid, sludge, or other waste in any of the following:

1. A septic tank or holding tank, dosing chamber, grease interceptor, seepage bed, seepage pit, seepage trench, distribution cell, or other component of private onsite wastewater treatment systems.
2. A privy or portable restroom.

Septic Tank A tank which received and partially treats sewage through processed of sedimentation, oxidation, flotation, and bacterial action so as to separate solids from the liquid in the sewage and discharges the liquid to a soild absorption system.

Sewage ~~means~~The spent water of a community. The preferred term is "municipal wastewater."

Sewer A pipe or conduit for conveying wastewaters.

Sewer connection The part of the sewerage system connecting the sanitary sewer main and the line of abutting property or extended to that distance from the sanitary sewer main as considered necessary by the Utilities Director.

Sewer service areas ~~means t~~The areas presently served and anticipated to be served by a sewage collection system~~. State regulations (Wis. Admin. Code~~ Ch. NR §121.05, Wis. Adm. Code~~)~~ requires that water quality management plans delineate sewer service areas for urban areas with a population of over 10,000. Approved facility plans contain less detailed sewer service areas for communities under a population of 10,000.

Sewer service charge ~~means a~~A service charge levied on users of the wastewater collection and treatment facilities for payment of use related capital expense and operation and maintenance costs, including replacement of such facilities.

Sewerage system ~~is defined in Wis. Stats. Sec. 281.01(14).~~ All properties, structures, manholes, catch basins, inlets, pipes, equipment and conduits owned or used by the Village for which the Village provides sanitary sewer services pursuant to agreement for the purpose of collectin, transporting, storing, pumping, treating, recycling, reclamation, testing and disposing of domestic wastewater and/or industrial or other wastes and residual waste products as existing now or hereafter added to, expanded or improved.

Shall ~~means m~~Mandatory.

Sludge(s) (Also refered to as “wastewater sludge” or “biosolids.”). The solid, semisolid or liquid residue generated during the treatment or pretreatment of wastewater.

Slug (also referred to as “slug discharge.”). Any discharge of a nonroutine, episodic nature, including, but not limited to, an accidental spill or noncustomary batch discharge to the sewerage system which

has the potential to cause an upset of the wastewater treatment plant operations and cause a violation of the WPDES permit.

Slug load ~~means a~~Any substance released at a discharge rate and/or concentration that causes interference to the wastewater treatment processes.

Spill The uncontrolled discharge, dumping, or leaking of any septage or any of its constituents that may be emitted into the air, be discharged into any waters of the State, or otherwise enter the environment.

Standard methods ~~means t~~The examination and analytical procedures set forth in the most recent edition of ~~"~~Standard Methods for the Examination of Water, Sewage and Industrial Wastes~~,"~~ published jointly by the American Public Health Association, the American Water Works Association and the Water Pollution Control Federation.

State State of Wisconsin

Storm drain (sometimes termed "storm sewer") ~~means a~~A drain or sewer for conveying surface water, groundwater, subsurface water or unpolluted water from any source.

Stormwater runoff ~~means t~~That portion of the rainfall that is collected and drain~~s~~ed into the storm sewers.

Surface water All water which is open to the atmosphere and subject to surface runoff.

Suspended solids ~~means s~~Solids that either float on the surface of~~,~~ or are in suspension in, water, wastewater, septage or other liquids and that is removable by a laboratory filter~~ing~~ation device. The laboratory determinations shall be made in accordance with 40 CFR 136, Guidelines Establishing Test Procedures for the Analysis of Pollutants, or as EPA otherwise determines.. ~~as prescribed in "Standard Methods". and is called non-filterable residue.~~

Transmission facilities Includes all pipes, piplines, wires, cables, ducts, wirelines and associated facilities, whether underground or aboveground, regardless of the nature of their transmittants or of their in-service application. This term includes, but is not restricted to, utility facilities, government-owned facilities, facilities transporting hazardous materials, communications and data facilities, drainage and water facilities and sewer systems. The term does not include culverts.

Treatment plant The treatment components and all other structures or devices used for storage, treatment, recycling and reclamation of domestic wastewater and industrial discharges.

Unpolluted water ~~means w~~Water of a quality equal or better than the effluent criteria in effect or water that would not cause violation of receiving water quality standards and would not be benefited by discharge to the sanitary sewers and wastewater treatment facilities provided.

Unsafe well ~~means a~~A well or pump installation that produces water contaminated bacteriologically or water contaminated with substances in exceedance of the standards of ~~Wis. Admin. Code~~Ch. NR ~~Chapter~~ 109, Wis. Adm. Code, or ~~Chapter~~ Ch. 140, Wis. Adm. Code. or for which a health advisory has been issued by the state department of natural resources.

Unused well ~~means a~~A well or pump installation that is not in use or does not have a functional pumping system.

Upset An exceptional incident in which a user unintentionally and temporarily is in a state of noncompliance with the pretreatment standards due to factors beyond the reasonable control of the user. An upset does not include noncompliance to the extent caused by operational error, improperly designed treatment facilities, inadequate treatment facilities, and lack of preventative maintenance or careless or improper operation.

USEPA ~~means t~~The United States Environmental Protection Agency.

User/customer ~~means a~~Any person, owner or occupant, firm, partnership, corporation, municipality, cooperative organization, government agency, political entity, etc., provided with water and/or sewer service by any water and/or sewer public utility.

Utilities Director The Utilities Director of the sanitary sewer and water systems or their authorized deputy, agent or representative.

Utility ~~means a~~A public or private concern engaged in the performance of some useful service, such as furnishing water, gas, electricity or sewer facilities.

Utility~~y~~ies Committee ~~means t~~The committee established by the ~~v~~Village that provides oversight on the operation of the village utilities. *(Amended Ord. 298-062122)*

Utility District ~~means: t~~The portion of the Liberty Grove Sanitary District designated to provide sanitary sewer service and water service to users in the Liberty Grove Sanitary District No. 1.

Village The Village of Sister Bay, Wisconsin

Violation A failure to comply with any provision of this chapter.

Wastewater A combination of the water carried wastes from residences, business buildings, institutions and industrial establishments, together with such groundwater, surface water and stormwater as may be present.

Wastewater facilities ~~means t~~The structures, equipment and processes required to collect, measure, meter, carry away, store and treat domestic and industrial wastes ~~and septage~~ and dispose of the effluent.

Wastewater Treatment Plant Also known as Sister Bay Wastewater Treatment Plant.

Wastewater treatment works ~~means a~~An arrangement of devices and structures for treating wastewater, septage, industrial wastes and sludge. Sometimes used synonymously with waste treatment.

Water main ~~means t~~The water pipe, located beneath a street, right-of-way or easement from which domestic water supply is delivered to the service pipe (lateral) leading to specific premises.

Water storage facilities Vented reservoirs, water towers, standpipes and treatment plant basins including ground and elevated storage structures. It does not include hydropneumatics tanks or natural surface water bodies.

Water supply ~~means~~:

1. The sources of water for public or private uses. When United States Environmental Protection Agency standards have been met, the supply is termed "an approved water supply";
2. The furnishing of good potable water under satisfactory pressure for domestic, commercial, industrial and public service and an adequate quantity of water under reasonable pressure for firefighting.

Water system ~~means as provided in Wis. Stats. § 811.02(25). Collectively, all of the property involved in the operation of the water utility, including land, water lines and appurtenances, pumping stations, treatment plants and general property.~~ All facilities, structures, pipes, conduits and appurtenances by means of which water is delivered to consumers except piping and fixtures inside buildings served, water services and private water mains as defined in Ch. SPS 381, Wis. Adm. Code.

Watercourse ~~means a~~A natural or artificial channel for the passage of water, either continuously or intermittently.

Well ~~means a~~An excavation or opening into the ground made by digging, boring, drilling, driving or other methods for the purpose of obtaining groundwater for consumption or other use.

Well abandonment ~~means t~~The filling and sealing of a well according to the provisions of ~~Wis. Admin. Code Comm.~~ Ch. NR ~~Chapter.~~ 812, Wis. Adm. Code.

Wisconsin Pollutant Discharge Elimination System (WPDES) Permit ~~means a document~~A permit issued by the ~~s~~State ~~d~~Department of ~~n~~Natural ~~r~~Resources under Ch. 283, Wis. Stats., detailing terms and conditions for discharges from the ~~that establishes effluent limitations and monitoring requirements for the municipal~~ ~~w~~Wastewater ~~t~~Treatment ~~facility~~Plant to the receiving waters.

WDNR ~~means t~~The Wisconsin Department of Natural Resources.

Working days Any other days other than Saturday, Sunday and legal holidays.

WPSC ~~means t~~The Wisconsin Public Service Commission that governs the rates, rules and regulations of the village water utility.

SECTION 1000 – IMPACT FEES

Section 62.1000 Documentation

The following ~~v~~Village documents contain the needs assessments for the impact fees identified in this chapter, demonstrate ~~v~~Village compliance with the requirements of ~~Section~~Wis. Stats., §66.0617(4) ~~of the Wisconsin Statutes~~, and shall be kept on file and available for public inspection in the Office of the Village Clerk:

"Public Facilities Needs Assessment for the Downtown Sanitary Sewer and Watermain Improvements" dated June 2008

Section 62.1001 Revenues

Revenues collected by the ~~v~~Village as impact fees shall be placed by the Village ~~Treasurer~~ Finance Director, in segregated interest-bearing accounts and shall be accounted for separately from other funds of the ~~v~~Village. Impact fee revenues and interest earned on impact fee revenues may be expended by the ~~v~~Village only for the capital costs for which the impact fees were imposed. Separate accounts shall be kept of fees collected from different impact fee zones. Where the particular Impact Fee Ordinance provides for differential fees according to zones, revenues collected in particular zones shall be spent in those zones as appropriate.

Section 62.1002 Time Limit for Expenditures

(1) The ~~v~~Village determines the following lengths of time to be appropriate for the planning, financing, acquisition, and construction of the public facilities listed below:
   (a) Downtown Sanitary Sewer and Watermain Improvements - From August 12, 2008 through July 31, 2015.
   (b) Downtown Sanitary Sewer and Watermain Improvements - 2028

(2) Impact fees imposed and held by the ~~v~~Village under Section 62.1001 above, that are not used within the time period specified herein, shall be refunded to the persons who are the current owners of record of the property, at the expiration of such time period.

Section 62.1003 Payment of Impact Fees

All required impact fees, unless expressly excepted in a section of this Chapter, shall be paid before a building permit may be issued for the construction for which the impact fee is to be imposed. With respect to any development affected by any impact fee imposed under this Chapter which is under construction at the time the ordinance imposing such impact fee becomes effective or which has received a building permit at such time, all required impact fees shall be paid before a Certificate of Occupancy may be issued for such development. Impact fee payments shall be assumed to be the responsibility of the owner of record at the time the building permit is requested.

Section 62.1004 Installment Payments

The Village Board, by resolution, may authorize the payment of impact fees, otherwise payable in full, in installment payments. If installment payments are authorized, interest shall be paid on the installment payments at the same rate then charged by the ~~v~~Village on installments of special assessments.

Section 62.1005 Appeals of the Amount, Collection or Use of Impact Fees

A developer may appeal or contest the amount, collection or use of the impact fee in the manner provided herein:

(1) It shall be a condition to the commencement of such an appeal that the impact fee from which the developer appeals shall be paid as and when the fee or any permitted installment thereof becomes due and payable, and upon default in making any such payment, such appeal may be dismissed.

(2) The only questions appealable under this section are the following, as authorized by ~~Section~~Wis. Stats., §66.0617(10) ~~of the Wisconsin Statutes~~:

(a) The amount of fee charged and paid by the developer;

(b) The method of collection of the impact fee;

(c) The use to which the particular fee paid by the developer is made by the ~~v~~Village.

(3) Appeals must be brought within thirty (30) days of the earlier of:

(a) The date the impact fee is payable hereunder;

(b) In a situation where installment payments are allowed, the due date of the first required installment.

(4) The appellant shall pay a filing fee ~~of $300~~ at the time of filing of the appeal. The notice of appeal shall be filed with the Village Clerk.

(5) Following the filing of the Notice of Appeal, the Village Clerk shall compile a record of the ordinance imposing the impact fee that is the subject of the appeal and a record of the management and expenditure of the proceeds of the impact fee, and shall transmit these documents to the Village Board. In consultation with the ~~village~~ Utilities ~~d~~Department~~s~~, the Village Clerk shall also compile a report on each appeal in which the appellant is seeking a reduction or total refund in the impact fee paid. This report shall specify the fiscal impact on the Village of Sister Bay Utilities Department if the appeal overturns the impact fee. If the fiscal impact report indicates that the appeal, if successful, will cause a revenue shortfall that otherwise was not budgeted with respect to the public facility, and if this revenue shortfall cannot be reconciled by reduction in impacts caused by development on the appellant's property, the report shall estimate whether it will be necessary for the ~~v~~Village to adjust impact fees, or amend existing ordinances, to recover the proposed revenue shortfall.

(6) The Village Board shall hold a public hearing on the appeal, preceded by a Class 1 Notice, providing fair opportunity for the appellant to be heard. The burden shall be on the appellant to establish illegality or impropriety of the fee from which the appeal has been taken. Following the close of the public hearing, the Village Board shall deliberate upon the matter, and shall conduct such studies and inquiries as it deems appropriate to decide the appeal.

(7) If the Village Board determines that the appeal has merit, it shall determine appropriate remedies. These may include reallocation of the proceeds of the challenged impact fee to accomplish the

purposes for which the fee was collected, refunding the impact fee in full or in part, along with interest collected by the ~~v~~Village thereon, or granting the appellant the opportunity to make the impact fee payment in installments, or such other remedies as it deems appropriate in a particular case.

Section 62.1006 Impact Fee Amounts

(1) The Downtown Sanitary Sewer and Watermain Improvements impact fee for every residential meter equivalent is $861.00 effective on September 1, 2010.

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 from and after April 1, 2025.

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

Effective Date: April 1, 2025

AGENDA ITEM 6e

Ordinance 2025-006; Amending the Intergovernmental Agreement Establishing the Fire Board & Fire Department

ORDINANCE NO. 2025-006

Amending the Intergovernmental Agreement Establishing the Sister Bay & Liberty Grove Fire Board and Fire Department

WHEREAS, per Village of Sister Bay Ordinance No. 136-021208 approving an Intergovernmental Agreement between the Village of Sister Bay and Town of Liberty Grove referenced in that ordinance, a Sister Bay and Liberty Grove Fire Board and Fire Department was established; and,

WHEREAS, the roles and responsibilities established in the 2008 Intergovernmental Agreement have been incorporated into Chapter 23 of the Village of Sister Bay Municipal Code; and,

WHEREAS, in January 2025 the Fire Board recommended an amendment to the Intergovernmental Agreement to allow non-elected officials to serve on the Fire Board; and,

WHEREAS, the Village Board discussed the proposed amendment at the February 18, 2025, Village Board meeting and found the request to be reasonable; and,

WHEREAS, the Town of Liberty Grove has confirmed agreement of the amendment.

NOW, THEREFORE, at the March 25, 2025, meeting of the Village of Sister Bay Board of Trustees, the Village Board does hereby amend Ordinance No. 136-021208 to allow for non-elected officials to serve on the Fire Board.

Section 1 – Adoption of Amendments.
Section 23.6, *Fire Board*, of the Intergovernmental Agreement shall read as follows *(additions in red; deletions in red strikethrough)*:

Sec. 23.6 Fire Board.

(c) (1) The Fire Board shall consist of two (2) members from the Village ~~Board~~ and three (3) members from the Town ~~Board~~. ~~All Fire Board members shall be elected officials of the Village and the Town.~~

~~(2) 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.~~

(3) 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.

(4) 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.

(5) 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.

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

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

Section 2 – Availability for Public Inspection.
A copy of this Ordinance shall be permanently on file and open to public inspection in the Office of the Village Clerk after its enactment and for a period of not less than two (2) weeks before its enactment.

Section 3 – Ordinances in Conflict.
All other Ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date.
This Ordinance shall take effect and be in full force from and after its passage and publication according to law.

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 the ordinance shall not be affected thereby.

Village of Sister Bay

By: _____
Nate Bell, President

Attest:

_____
Heidi Teich, Village Clerk

Ayes _____ Nays _____

Filed/Posted: _____
Village Administration Office, 2383 Maple Dr.
Sister Bay Post Office, 10685 N Bay Shore Dr.
Sister Bay Liberty Grove Library, 2323 Mill Rd.
Effective Date: April 1, 2025

AGENDA ITEM 6f

Ordinance 2025-007; Ch. 23; Fire Department & Fire Board; Membership

ORDINANCE NO. 2025-007

Amending Chapter 23 – Fire Department and Fire Board

WHEREAS, per Village of Sister Bay Ordinance No. 136-021208 approving an Intergovernmental Agreement between the Village of Sister Bay and Town of Liberty Grove referenced in that ordinance, a Sister Bay and Liberty Grove Fire Board and Fire Department was established; and,

WHEREAS, the roles and responsibilities established in the Intergovernmental Agreement were subsequently codified as Chapter 23 of the Village of Sister Bay Municipal Code, *Fire Department and Fire Board*; and,

WHEREAS, in January 2025 the Fire Board recommended an amendment to the Intergovernmental Agreement to allow non-elected officials to serve on the Fire Board; and,

WHEREAS, the Village Board discussed the proposed amendment at the February 18, 2025, Village Board meeting and found the request to be reasonable; and,

WHEREAS, the Town of Liberty Grove has confirmed agreement of the amendment.

NOW, THEREFORE, at the March 25, 2025, meeting of the Village of Sister Bay Board of Trustees, the Village Board does hereby amend Chapter 23, *Fire Department and Fire Board*, Village of Sister Bay Municipal Code, to be consistent with the amended Intergovernmental Agreement, to allow for non-elected officials to serve on the Fire Board.

Section 1 – Adoption of Amendments.
Amend Section 23.6, *Fire Board*, as follows (additions in red, deletions in red strikethrough):

(3) Members.

(a) The Fire Board shall consist of two (2) members from the Village ~~Board~~ and three (3) members from the Town ~~Board~~. ~~All Fire Board members shall be elected officials of the Village and the Town.~~

~~(b) 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.~~

(c) 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.

(d) 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.

(e) 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.

(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.

Section 2 – Availability for Public Inspection.

A copy of this Ordinance shall be permanently on file and open to public inspection in the Office of the Village Clerk after its enactment and for a period of not less than two (2) weeks before its enactment.

Section 3 – Ordinances in Conflict.

All other Ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date.

This Ordinance shall take effect and be in full force from and after its passage and publication according to law.

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 the ordinance shall not be affected thereby.

Village of Sister Bay

By: _____
Nate Bell, President

ATTEST:

_____
Heidi Teich, Village Clerk

Ayes _____ Nays _____

Filed/Posted: _____
Village Administration Office, 2383 Maple Dr.
Sister Bay Post Office, 10685 N Bay Shore Dr.
Sister Bay Liberty Grove Library, 2323 Mill Rd.
Effective Date: April 1, 2025

AGENDA ITEM 6g

Ordinance 2025-008; Adopting the 2025 Comprehensive Plan

ORDINANCE NO. 2025-008

An Ordinance Adopting a Comprehensive Plan Pursuant to Sec. 66.1001 of the Wisconsin Statutes

WHEREAS, on June 20, 2023, the Village of Sister Bay approved a contract with the Bay-Lake Regional Planning Commission to prepare a 20 Year Comprehensive Plan update to the Village's 2003 Comprehensive Plan under the guidelines of Sec. 66.1001 of the Wisconsin Statutes; and,

WHEREAS, the project included a public participation plan for gathering public input during the preparation of the *Village of Sister Bay 2025 Comprehensive Plan,* which addressed provisions for the required distribution of the proposed elements of the comprehensive plan and provided an opportunity for written comments to be submitted by the public and for the Village to respond to such comments; and,

WHEREAS, the Village of Sister Bay Plan Commission held a public hearing on March 11, 2025, which was preceded by a Class 2 Notice as described in Chapter 985 of the Wisconsin Statutes, the last publication of which was at least one week before the public hearing was held and included all of the following information:

1. The date, time and location of the hearing;
2. A summary of the proposed comprehensive plan;
3. The name of the individual employed by who may provide additional information regarding the proposed ordinance; and,
4. Information relating to where and when the proposed comprehensive plan could be inspected before the hearing and how a copy of the plan could be obtained; and,

WHEREAS, on March 11, 2025, the Plan Commission recommended adoption of the *Village of Sister Bay 2025 Comprehensive Plan* by resolution to the Village Board (Exhibit A), with that vote recorded in the official minutes of the Plan Commission; and,

WHEREAS, the Sister Bay Village Board, having carefully reviewed the recommendation of the Sister Bay Plan Commission; having determined that all procedural requirements and notices have been satisfied; having given the matter due consideration, including consideration of the plan elements relating to issues and opportunities, natural, agricultural and cultural resources, population and housing, economic development, transportation, utilities and community facilities, intergovernmental cooperation, land use and implementation; and having determined that the comprehensive plan will serve the general purposes of guiding and accomplishing a coordinated, adjusted and harmonious development of Sister Bay, which will, in accordance with existing and future needs, best promote the public health, safety, order, convenience, and the general welfare, as well as efficiency and economy in the process of development.

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

Section 1: The comprehensive plan recommended by the Sister Bay Plan Commission to the Sister Bay Village Board, attached hereto as Exhibit B, is hereby adopted.

Section 2: The Village Clerk is directed to file a copy of the attached comprehensive plan for the Village of Sister Bay with all the following entities:

1. The Clerk of every local governmental unit that is adjacent to the Village of Sister Bay;
2. The Wisconsin Department of Administration;
3. The Bay-Lake Regional Planning Commission; and
4. The Sister Bay-Liberty Grove Library.

Section 3 – Availability for Public Inspection.
A copy of this Ordinance shall be permanently on file and open to public inspection in the Office of the Village Clerk after its enactment and for a period of not less than two (2) weeks before its enactment.

Section 4 – Ordinances in Conflict.
All other Ordinances in conflict herewith are hereby repealed.

Section 5 – Effective Date.
This Ordinance shall take effect and be in full force from and after its passage and publication according to law.

Section 6 – Severability.
If a court of competent jurisdiction adjudges any section, clause, provision or portion of this ordinance unconstitutional or invalid, the remainder of the ordinance shall not be affected thereby.

Village of Sister Bay

By: _____
Nate Bell, President

Attest:

_____
Heidi Teich, Village Clerk

Vote: Ayes _____ Nays _____

Filed/Posted: _____
Village Administration Office, 2383 Maple Dr.
Sister Bay Post Office, 10685 N Bay Shore Dr.
Sister Bay Liberty Grove Library, 2323 Mill Rd.
Effective Date: May 26, 2025

EXHIBIT A

RESOLUTION NO. 2025-001

RECOMMENDING ADOPTION
OF THE VILLAGE OF SISTER BAY 2025 COMPREHENSIVE PLAN

WHEREAS, Wis. Stats. 66.1001 outlines requirements and procedures for preparing, updating, and adopting a Comprehensive Plan; and,

WHEREAS, the Village of Sister Bay previously adopted a Comprehensive Plan on September 4, 2003; and,

WHEREAS, in order to foster public participation in the comprehensive land use planning process the Village of Sister Bay Board of Trustees adopted a Public Participation Plan on October 17, 2023, pursuant to Section 66.1001(4)(a) of the Wis. Stats.; and,

WHEREAS, to serve as a guide for future growth and decision-making within Sister Bay, Village staff and the Plan Commission, with input from residents, businesses, and other stakeholders, has prepared the Village of Sister Bay 2025 Comprehensive Plan with all nine elements specified in Wis. Stats. 66.1001(2); and,

WHEREAS, the Plan Commission has properly followed adoption procedures detailed in the Public Participation Plan and Wis. Stats. 66.1001(4), including a public hearing on March 11, 2025.

NOW, THEREFORE, BE IT RESOLVED, that pursuant to Wis. Stats. 66.1001(4)(b), the Village of Sister Bay Plan Commission, by a majority vote, hereby recommends the Village of Sister Bay Board of Trustees enact an ordinance adopting the Village of Sister Bay 2025 Comprehensive Plan.

Dated this 18th day of March, 2025.

Denise L. Bhirdo
Denise Bhirdo, Plan Commission Chair

ATTEST:

Heidi Teich
Heidi Teich, Village Clerk

VOTE: Ayes 3 Nays 0

VILLAGE OF SISTER BAY

Comprehensive Plan



VILLAGE OF SISTER BAY

Comprehensive Plan

Adopted: March 25, 2025

Developed by:
Bay-Lake Regional Planning Commission
1861 Nimitz Drive
De Pere, WI 54115

ACKNOWLEDGEMENTS

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INTRODUCTION

VILLAGE OVERVIEW

The Village of Sister Bay is situated on the northwestern shore of the Door Peninsula in Door County, Wisconsin. The Village lies adjacent to the Bay of Green Bay and the Town of Liberty Grove and is located approximately 30 miles north of the City of Sturgeon Bay and 75 miles northeast of the City of Green Bay. The Village covers an area of 2.7 square miles and boasts over four miles of picturesque shoreline. The Village is celebrated for its small-town charm, natural beauty, and inviting atmosphere.



PLAN PURPOSE

The *Village of Sister Bay Comprehensive Plan* provides Village officials, decision-makers, and residents with a long-range plan that will help to guide the physical, social, and economic development of the community through 2045. This plan outlines goals and objectives, along with strategies for managing growth, preserving natural resources, promoting sustainable development, and more. This document represents the third update to the Village's comprehensive plan. The initial comprehensive plan was adopted in 1995 and in 2003.

Wisconsin's Comprehensive Planning Law (Wis. Stats. 66.1001) requires every governmental jurisdiction that regulates the use of land through a land division ordinance, shoreland zoning ordinance, general purpose zoning ordinance, or official map to have an adopted comprehensive plan. As part of these requirements, a comprehensive plan must be updated every 10 years at minimum.

The Wisconsin statutes require that a comprehensive plan must contain, at a minimum, the following elements:

- Issues and Opportunities;
- Housing;
- Transportation;
- Utilities and Community Facilities;
- Agricultural, Natural, and Cultural Resources;
- Economic Development;
- Land Use;
- Intergovernmental Cooperation; and
- Implementation

This plan includes all the elements noted above and more to go beyond meeting state requirements. The Village should continue to review this plan annually and update it at a minimum every ten years, or when officials, the public, or stakeholders identify a pressing need. Completing updates will allow the Village to integrate new ideas, developments, and outcomes not known at the time of this planning process.

PLAN DEVELOPMENT

This plan was developed by the Bay-Lake Regional Planning Commission (Bay-Lake RPC) and Village staff, with assistance and input from the Village Plan Commission, residents and stakeholders of the Village. The development of this plan was partly funded by the Wisconsin Coastal Management Program.

Throughout the development of this plan, the Plan Commission received updates at several meetings and had the opportunity to ask questions and provide feedback on the draft plan components. The Plan Commission assisted with identifying background information, goals, objectives, strategies, future land use, and more.

The planning process involved a technical analysis of publicly available data and a review of relevant local planning documents. Key documents that were reviewed and considered during the development of the plan include:

- Village of Sister Bay Comprehensive Plan 1995 and 2003;
- Village of Sister Bay Workforce Housing Study;
- Village of Sister Bay Facilities Plan;
- Door County Comprehensive Plan;
- Door County Housing Study; and
- Door County Hazard Mitigation Plan

PUBLIC OUTREACH

The Village's Public Participation Plan for the Comprehensive Plan was adopted in October 2023. Effective public outreach is essential for fostering community engagement, ensuring transparency, and gathering valuable input for decision-making processes. Residents and stakeholders were involved early in the planning process and provided important feedback that helped shape and inform the content found in the Comprehensive Plan. A summary of public participation efforts can be found below, and additional information can be found in the appendix.

Figure 1.1 Public Outreach Efforts

Event	Date
Public Survey	Fall 2022
Public Survey	9/17/23-10/15/23
Adoption of Public Participation Plan	10/17/23
Public Workshop (In Person)	2/10/24
Public Workshop (Virtual Option)	2/10/24 – 2/17/24
Public Hearing	03/11/2025

VILLAGE HISTORY

The region around Sister Bay was originally inhabited by Native American tribes, primarily the Potawatomi. European Settlers arrived in the mid-19th century and were primarily of Belgian, Norwegian, Swedish, and German descent who were drawn in by the region's abundant natural resources, such as timber and abundant water resources. The fertile soil, forests, and proximity to Green Bay made the area attractive for farming, logging, and fishing. The Village itself was formally established in 1912. It was initially a part of the Town of Liberty Grove, which was founded in 1859. The name "Sister Bay" is believed to have been inspired by the area's natural geography, specifically the Sister Islands just offshore the harbor to Sister Bay. As the northern part of the county grew, other settlements rose and fell, but the Village continued to progress.



Main street corner on the hill. Casper Ny's house foreground, Sister Bay Hotel background. Postcard addressed to Miss Mathilda Anderson dated Oct. 21, 1909. Source: Village of Sister Bay Historical Society; Photo Courtesy of Mike Brodd

Like many coastal communities in Door County, the Village's early economy was centered around fishing, logging, and farming. The area's forests provided lumber for building materials, and its waters were rich in fish, which helped sustain the local population. As more settlers arrived, the Village's economy diversified into agriculture, with local farms producing crops like apples and cherries, which became particularly important. Cherry orchards flourished in the early 20th century and became a major industry.



View from top of hill by Sister Bay school looking northwest. Circa 1912. Source: Village of Sister Bay Historical Society; Photo Courtesy of Mike Brodd

In the mid-20th century, the Village began transforming into a tourist destination. Door County became known as a peaceful retreat for people from larger cities like Milwaukee and Chicago, and Sister Bay became one of the most popular spots due to its scenic beauty and waterfront. The Village saw the development of several resorts and hotels to accommodate visitors. Tourists were drawn to activities like boating, fishing, and visiting local shops and restaurants.



Adolph Roeser's boats the Leona R and the Hustler docked at the lumberyard. Circa 1912. Source: Village of Sister Bay Historical Society

Over the past few decades, the Village has modernized while retaining much of its charm as a Village. It continues to rely heavily on tourism, with many visitors attracted to the Village's waterfront parks, marina, and

cultural events. Despite growth, the Village has preserved much of its historical and cultural identity, with efforts to maintain and restore older buildings, including churches, homes, and commercial structures from its early days.

Today, the Village is a thriving tourist destination known for its small-town charm, natural beauty, and rich cultural heritage, continuing to attract visitors who appreciate its historical significance and picturesque setting.



"Little Sister and Sister Bays, Sister Bay, Wis." A view from a hill of the shoreline of Green Bay, Lake Michigan. Source: Village of Sister Bay Historical Society

POPULATION AND HOUSING

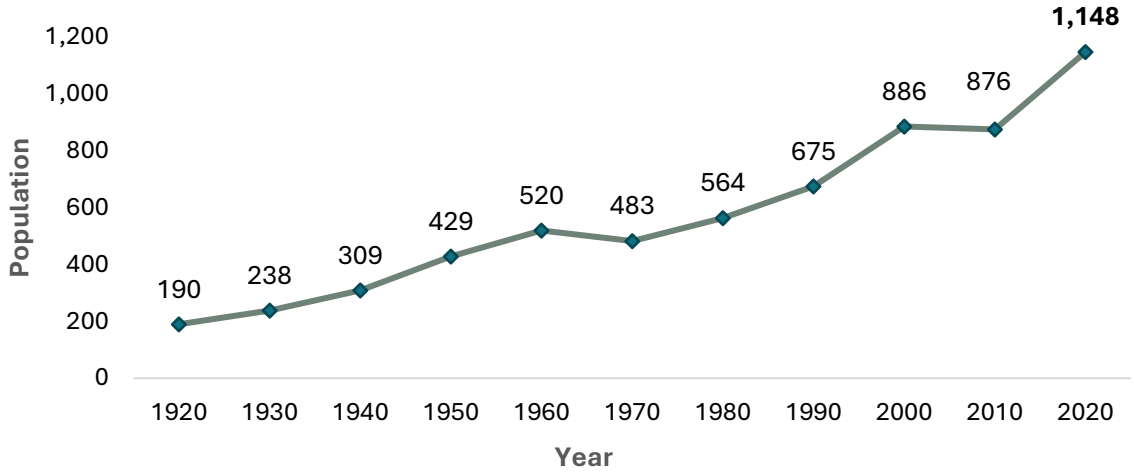
The Population and Housing Element offers an overview of the Village's demographic characteristics and trends. It also includes an inventory of the current housing stock and occupancy patterns, assessing their adequacy and diversity. Additionally, the chapter projects future housing needs based on population growth and economic conditions. Data sources used in this chapter include the U.S. Census Bureau American Community Survey (ACS) and Decennial Census and the Wisconsin Department of Administration (WDOA).

POPULATION AND AGE

CURRENT POPULATION AND TRENDS

The latest Decennial Census conducted by the U.S. Census Bureau indicates that the Village's population stands at 1,148 for the year 2020. Historical population trends illustrated in Figure 2.1 below, show the Village has experienced a steady population incline since the 1920s, hitting its peak most recently in 2020. Since the year 2000, the Village's population has grown by 262 people, or 30% from 886 to 1,148 in 2020. The annual growth rate for the Village's population between 2000 and 2020 is 1.35% per year.

Figure 2.1 Sister Bay Historical Population



Source: U.S. Census Bureau Decennial Census (1920-2020); Bay-Lake RPC

Figure 2.2 below compares the Village's population to the county and nearby communities (villages of Egg Harbor and Ephraim) between 2000 and 2020.The data shows the Village's annual growth rate and overall change in population exceeded that of Door County, which grew 8% from 2000 to 2020.

Figure 2.2 Change in Population (2000-2020)

Year	Sister Bay	Egg Harbor	Ephraim	Door County
2000	886	208	330	27,961
2010	876	201	288	27,785
2020	1,148	358	345	30,066
Percent Change	**30%**	**72%**	**5%**	**8%**

Source: U.S. Census Bureau Decennial Census (2000-2020); Bay-Lake RPC

Population Projections

The most recent official population projections were produced by the WDOA Demographic Services Center in 2024 based on the 2020 census. A breakdown of the WDOA's population projections for the Village can be seen in Figure 2.3. The Village is expected to see steady growth through 2050, with the greatest increase in population occurring between 2020 and 2030. The projections indicate that the Village will experience an overall growth of 23%, or 261 people, between 2020 and 2050. The Village must plan for this growth and ensure that infrastructure is adequate to service the population. While the Village plans for a growing population, the County is expected to lose 4% of its population and the state is projected to lose 3% of its population overall.

Figure 2.3 Population Projections 2020-2040

Year	Population
2020	1,148
2030	1,288
2040	1,369
2050	1,409
Percent Change	**23%**

Source: WDOA Demographic Service Center; Bay-Lake RPC

Age Distribution and Gender

The age breakdown of the Village's population in 2010 and 2020 is shown in Figure 2.4. Since 2010, the number of individuals within each age category has increased or remained the same. The 65 and older age category experienced the greatest growth in the overall number of people, gaining 135 people from 2010. Populations under the age of 5, between 25-34, and between 35-44 had an individual growth rate of 50% or greater. This potentially points to a shift in younger-aged individuals and families moving to the area. The median age increased slightly from 62.7 in 2010 to 63.1 in 2020, which is among the highest in Door County.

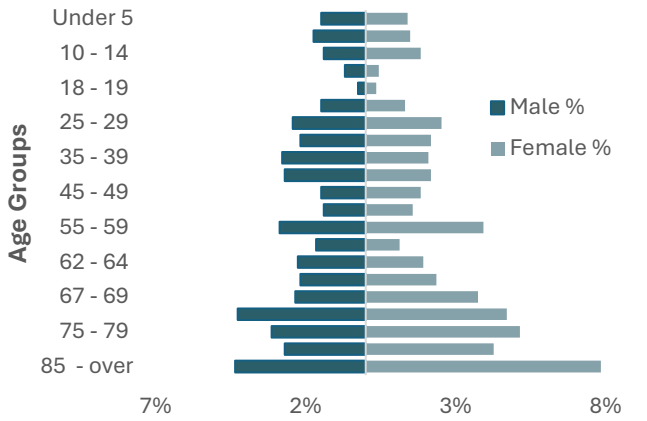
Figure 2.4 Population by Age (2010-2020)

Age Groups	2010		2020		2010-2020	
	Number	Percent	Number	Percent	Number Change	Percent Change
Under 5	22	3%	33	3%	11	50%
5 to 14	53	6%	74	6%	21	40%
15 to 24	43	5%	52	5%	9	21%
25 to 34	70	8%	107	9%	37	53%
35 to 44	61	7%	112	10%	51	84%
45 to 54	72	8%	72	6%	0	0%
55 to 64	150	17%	158	14%	8	5%
65 and over	405	46%	540	47%	135	33%
Median Age	**62.7**	**x**	**63.1**	**x**	**0.4**	**1%**

Source: U.S. Census Bureau Decennial Census (2010, 2020); Bay-Lake RPC

Approximately 54% of the population is female, and 46% is male. Most age groups have a similar ratio of females to males as shown in Figure 2.5. However, females make up 28% of the senior population (65 years and older) while males account for 19%.

Figure 2.5: Gender by Age



Source: U.S. Census Bureau 2020 Decennial Census; Bay-Lake RPC

Racial Composition

The population is predominantly white (98.8%) with a small but increasing representation of other racial and ethnic groups. The remaining population is American Indian and Alaska Native Alone (.4%) or two or more races (.7%).

HOUSING CHARACTERISTICS

HOUSING UNITS

The Village has 1,396 total housing units, up from 953 in 2000. Approximately 38% of the housing stock is occupied (528 units), while 62% is considered vacant (868). Of the 528 occupied housing units, 45% are owner-occupied units, while 55% are renter-occupied. Figure 2.6 breaks down characteristics of the Village's housing stock.

Figure 2.6 Total Housing Units

Occupied Housing Units	**528**
Owner-Occupied	45%
Renter-Occupied	55%
Vacant Housing Units	**868**
For Rent	17%
Rented, Not Occupied	0%
For Sale Only	2%
Sold, Not Occupied	0%
Seasonal, Recreational, Or Occasional Use	80%
All Other Vacant	1%
Total Housing Units	**1,396**

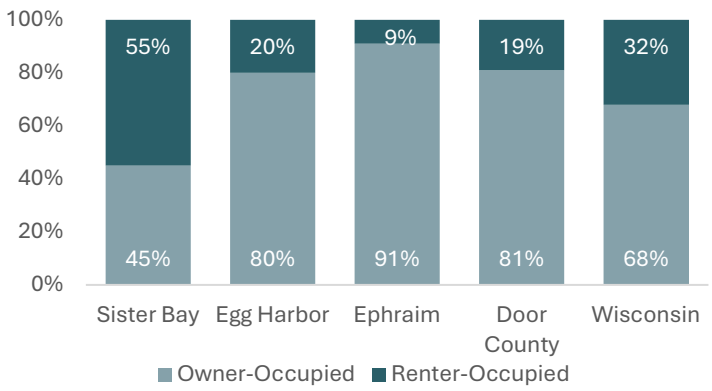
Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

HOUSING TENURE

There are more housing units occupied by renters in the Village than homeowners. Of the Village's 528 households, 291 are occupied by renters and 237 are occupied by homeowners.

Compared to neighboring communities, the county, and the state, the Village has far more renter-occupied housing units versus owner-occupied. This could point to the fact that housing may be unattainable for those looking to buy, making renting the only viable option for living within the Village.

Figure 2.7 Housing Tenure



Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

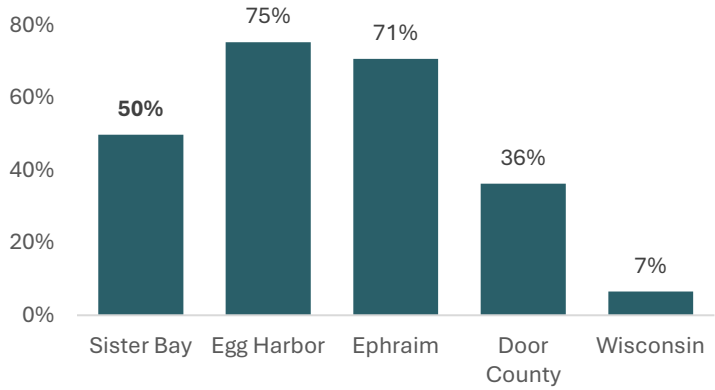
SEASONAL HOUSING

It is important to note that the data considers seasonal homes to be vacant housing units. A vast majority of the Village's vacant housing stock is for seasonal, recreational, or occasional use. Of the 868 total vacant units, 695, or 80%, are for seasonal use. The remaining vacant housing stock is for rent (17.4%), for sale (1.5%), or other (1%).

Approximately 36% of all housing units in Door County are considered seasonal. Half of the Village's entire housing stock is for seasonal use, which is lower than surrounding municipalities, as shown in Figure 2.8. The high number of seasonal homes is due to the tourism-oriented and recreational characteristics of the Village.

While there has been a major shift in the number of "for rent" vacant housing units since 2010, the number of seasonal homes in the Village has decreased from 781 to 695. This could mean more housing is being occupied by full-time residents.

Figure 2.8 Seasonal Housing Stock



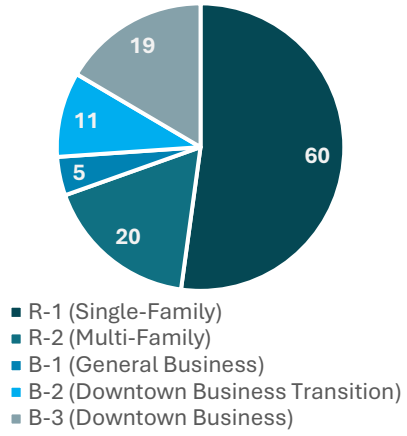
Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

Short Term Rentals

The number of short-term rental (STR) licenses in 2024 increased slightly over 2023 numbers (115 properties). A number of STR properties also changed hands in 2024, with several opting not to continue rental operations. The Village has a STR ordinance that was enacted in 2022 and amended in 2023. The ordinance establishes licensing requirements and is in place to ensure residential dwellings offer safe facilities that are compatable with the neighborhood in which it is located.

According to the Door County Tourism Zone Commission, throughout the year of 2024 the Village had a total of 14,206 rentable nights within permitted STRs, hotels, inns, resorts, etc.. The occupancy rate of these rentable units was 15% throughout the year and the average daily rate was $231.50

Figure 2.9 Short Term Rentals by Zoning District



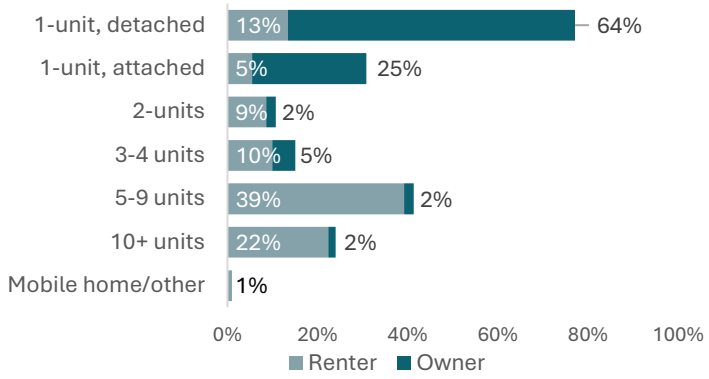
Source: Village of Sister Bay (2025); Bay-Lake RPC

Housing Type

The Village's housing stock consists of a mix of single-family, duplex, and mulit-family units. Half of the Village's occupied housing units are single-family structures, with 36% being detached, and 14% being attached. Apartment buildings with 5-9 units are the next most common structure type (23%), followed by 10+ unit apartments (13%).

Figure 2.10 breaks down the percentage of owners versus renters residing in each housing type. As expected, homes occupied by homeowners are more likely to be single-family versus multi-family units.

Figure 2.10 Units in Structure

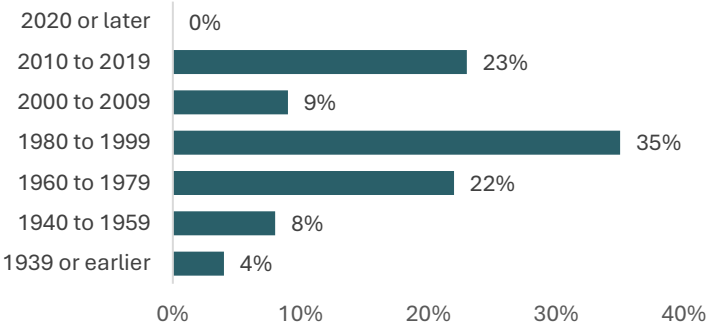


Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

Age of Housing

The Village's housing stock is younger than that of the county and state, with most homes built after 1980. According to 2022 ACS estimates, 150 homes have been added to the housing stock since the year 2000. Figure 2.11 shows that over half of the Village's housing was built between 1960 and 1999 and only 12% of occupied housing was built before 1960.

Figure 2.11 Year Built - Occupied Housing

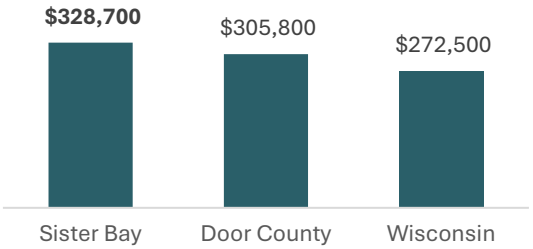


Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

Home Value

Due to the Village's popularity as a tourism destination, the demand of vacation rentals and second homes has increased, and it is suspected that many of the Village's lower-valued homes that were once owner-occupied have since been purchased for rental or seasonal use.

Figure 2.12 Median Home Value (2023)



Source: U.S. Census Bureau 5-Year ACS Estimates (2019-2023); Bay-Lake RPC

Using 2023 5-Year ACS estimates, the median home value of owner-occupied housing units with a mortgage was $285,700 and $381,600 for units without a mortgage. Overall, the Village's median home value for all owner-occupied housing units (with and without a mortgage) is $328,700. This is higher than the state ($272,500) and county ($305,800) median home values, as shown in Figure 2.12.

Between 2000 and 2022, the housing market experienced a significant shift in value. Based on the 2022 ACS data, the median home value of all owner-occupied housing units was $271,000, reflecting a 42% increase from $190,800 in 2000. Homes priced below $200,000 decreased from 132 in 2000 to just 23 in 2022 and there were no longer any housing units valued under $100,000 in the Village as of 2022.

HOUSEHOLD CHARACTERISTICS

Household Size and Families

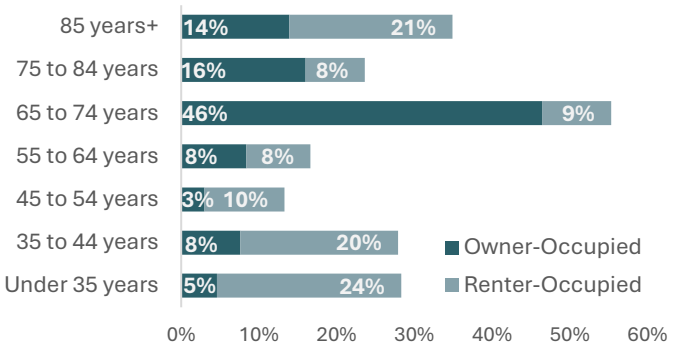
The Village is home to about 528 households (individuals living together) and 269 families (related individuals living together). Since 2010, the number of families has risen by 42%, up from 189. The average household size in the Village is 1.71, whereas the average family size is 2.31. There are 81 households with at least one individual under 18 years old and 297 households with at least one person aged 65 or older. Owner-occupied homes tend to have a slightly larger average household size of 1.83 compared to 1.62 for renter-occupied units.

Home Ownership and Householder Age

When looking at the age of homeowners, it was found that more than 76% of those that own their home are aged 65 and older. Less than 5% of homeowners are under the age of 35. The Village's home ownership rate is lower than surrounding municipalities, the state, and county in almost every age bracket.

As illustrated in Figure 2.13, approximately 25% of renter-occupied homes in the Village are occupied by residents under 35 years old. An additional 20% are rented by individuals aged 35 to 44, while 21% are occupied by those aged 85 and older.

Figure 2.13 Age of Householder



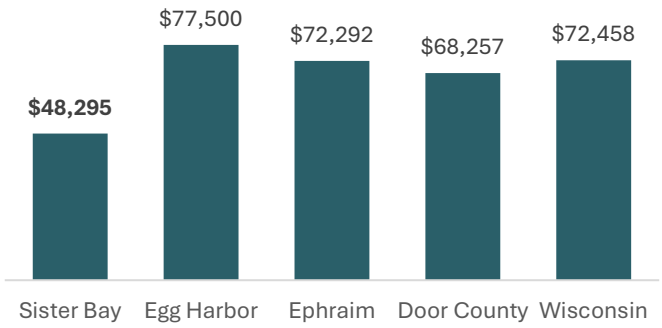
Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

Of all occupied housing units, rented or owned, the majority are occupied by residents aged 65 to 74 and less than half are occupied by working aged individuals. A staggering 82% of occupied housing units were moved into from 2000-2020, which coincides with the Village's recent population growth.

Household Income

The Village's median household income of all occupied housing units is $48,295 which is significantly lower than the median household income of the county ($68,257), state ($72,458), and surrounding Villages as shown in Figure 2.14. A median household income that is lower than the state, county, and surrounding municipalities can provide insights into several aspects of a community, such as: economic challenges including fewer well-paying job opportunities or it could signal population characteristics such as a higher proportion of retirees, students, or single-income households, which tend to have lower incomes. Additional information can be found in the Economic Development Element.

Figure 2.14 Median Household Income



Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

Poverty

The total population and number of families living below the poverty line has risen since 2012, highlighting a concerning trend of increasing hardship within the Village. In 2012, only 9% of the population and 4% of families were living below the poverty line. Today, approximately 26% of the population and 22% of families live below the poverty line, both of which are notably higher than the county, state, and national averages. A breakdown of population living below the federal poverty level is shown in Figure 2.15.

Figure 2.15 Population Below Poverty Level (2012 - 2022)

Population	2012 Total (%)	2022 Total (%)	Percent Change
Children	4 (11.8%)	137 (78.7%)	3325%
Male	26 (10.7%)	92 (23.5%)	254%
Female	30 (8.4%)	143 (28.2%)	377%
Senior (65+)	16 (7.2%)	22 (5.7%)	38%
Overall Total	**56 (9.4%)**	**235 (26.1%)**	**320%**

Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

Housing Affordability

Affordable housing is generally defined as housing in which the occupant is paying no more than 30% of gross income for housing costs, including rent, mortgage, and utilities. A household is considered cost-burdened if they spend more than 30% of their income on housing.

The median gross rent in the Village is $1,030, which is slightly higher than the median gross rent paid elsewhere throughout the county ($949). Median rent increased drastically after 2015 as rental housing units transitioned from full-time year-round rentals to short-term rentals. Approximately 61% of renters, or 164 households, paid more than 30% of their income on rent.

According to the U.S. Department of Housing and Urban Development (HUD), 545 households are cost burdened. "Cost Burdened" is the ratio of housing costs to household income. HUD's Area Median Family Income (HAMFI) data also showed 85% of renters are cost burdened and 44% of all homeowners. HUD uses the 2017-2021 U.S. Census Bureau's American Community Survey data.

HOUSING NEEDS

The *Village of Sister Bay Workforce Housing Study* was completed in January 2024. This study analyzed socio-economic and housing trends to identify the types of housing that are needed and that can be supported by local demand. The study also outlined affordability and funding strategies to help address challenges that have led to workforce housing shortages. Workforce housing shortages have been driven by several factors including increased demand for vacation rentals, limited housing supply, increased property values and rent, and the COVID-19 pandemic.

The study's housing demand analysis identified housing needs in five-year increments through 2043, which is illustrated in Figure 2.16. The study found there is a critical need for additional housing in the short-term and it is estimated that by 2043, the Village must add an additional 334 housing units to meet workforce housing demand as shown in in Figure 2.16. The study, along with recent property acquisition for potential housing development, are key steps that the Village has taken to address these challenges. Additional policy adjustments, planning, and new housing development are needed to balance the needs of both residents and the tourism industry.

Figure 2.16 Housing Demand Estimates (2024-2043)

Five-Year Demand Estimates	Ownership Homes		Rental Homes		Rental Apartments	J1 Visa Housing
	Single Family Homes	Town homes	Single Family Homes	Town homes		
2024-2028	56	24	6	12	40	Depends on selected construction format, financial contribution of local businesses.
2029-2023	28	12	4	8	20	
2034-2038	28	12	4	8	15	
2039-2043	28	12	4	8	15	
Total	**140**	**60**	**18**	**36**	**80**	

Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

GOALS AND OBJECTIVES

Goal: To provide for a variety of quality housing opportunities for all segments of the Village's current and future population in such a way that will minimize the adverse impacts on the environment and preserve the Village's character.

Objectives:

- To develop and enforce policies and programs to assist citizens to obtain adequate housing.
- Encourage new housing development in areas that will preserve the character of the Village.
- Prohibit the development of housing in areas designated as environmentally sensitive and in environmental and open space corridors.
- To develop and enforce policies and programs to assist citizens in obtaining affordable quality housing.
- Encourage sustainable housing development in areas where it is needed and can be done in an environmentally conscience and cost-effective way.
- Encourage and advocate for commercial and service-oriented developments to provide affordable housing for the employees necessary to sustain their operations.

ECONOMIC DEVELOPMENT

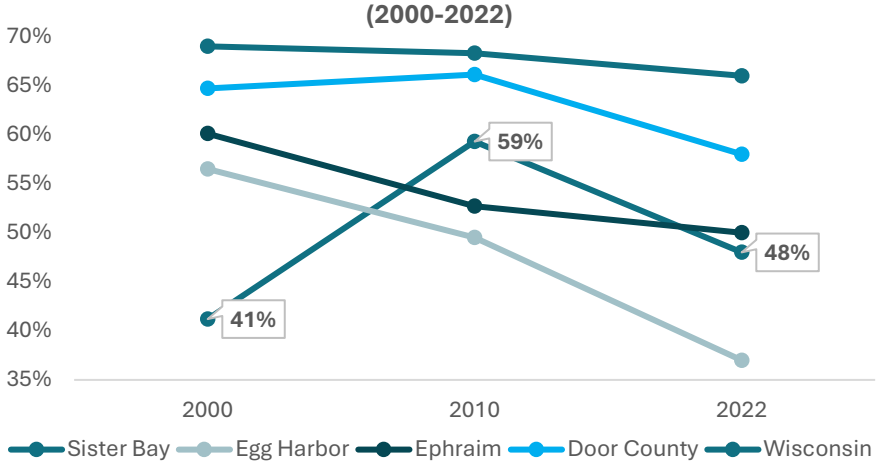
The Economic Development Element assesses current economic conditions and trends to identify local strengths, address economic challenges, and leverage emerging opportunities. The Village recognizes the importance of balancing economic expansion with responsible land use, environmental stewardship, and community well-being. Through stakeholder engagement, data analysis, and a review of best practices, the Economic Development Element outlines specific goals and objectives that will guide decision-making over the coming years. Data sources for this element include U.S. Census Bureau OnTheMap, U.S. Census Bureau ACS, JobsEQ, Wisconsin Department of Workforce Development, and the Wisconsin Department of Tourism.

EMPLOYMENT

Labor Force

The labor force is defined as those residents of the Village aged 16 years and older who are employed, unemployed and actively seeking employment, or are in the armed forces. According to the 2022 5-year ACS, there are 366 employed residents in the Village and 376 residents in the labor force. The labor force participation rate hit 59% in 2010 but has since declined as shown in Figure 3.1. The current labor force participation rate of 48% is lower than the county (58%) and state (66%).

Figure 3.1 Labor Force Participation Rate (2000-2022)



Source: U.S. Census Bureau Decennial Census (2000); 5-Year ACS Estimates (2006 – 2010, 2018-2022); Bay-Lake RPC

Seasonal Employment

Because of the seasonal-based economy, the labor force fluctuates throughout the year, and more employees are hired in the summer and peak seasons. Approximately 60% of the labor force works full-time, year-round.

Door County annually welcomes around 500 J-1 visa Summer Work Travel program participants. This program provides foreign students with an opportunity to live and work in the United States during their summer vacation from college or university. In 2023, there were 156 participants in the Summer Work Travel program in the 54234-zip code and 5,866 total participants in the state. Most of the participants in the county work in the hospitality and food service industries. J-1 students benefit businesses and the local economy by helping offset labor shortages during the county's busiest season.

Unemployment

The Village's unemployment rate in 2022 was at 2.7%, reflecting an improvement from 2000 (5.4%) and 2010 (11.3%). The Village's unemployment rate was slightly lower than the county rate of 3.7% and the state's rate of 3.4%.

Industry

Figure 3.2 below shows employment by industry within the Village. According to JobsEQ, in Q1 of 2024, the largest sector in the Village is Accommodation and Food Services, employing 310 workers. The next-largest sectors in the region are Retail Trade (235 workers) and Health Care and Social Assistance (147). High location quotients (LQs) indicate sectors in which the Village has high concentrations of employment compared to the national average. The sectors with the largest LQs in the region are Accommodation and Food Services (3.69), Real Estate and Rental and Leasing (2.97), and Retail Trade (2.46).

Sectors in the Village with the highest average wages per worker are Finance and Insurance ($71,337), Professional, Scientific, and Technical Services ($71,024), and Construction ($62,567). Regional sectors with the best job growth (or most moderate job losses) over the last 10 years are Retail Trade (+79 jobs), Accommodation and Food Services (+34), and Real Estate and Rental and Leasing (+29).

Over the next 10 years, employment in the Village is projected to increase by 26 jobs. The fastest growing sector in the region is expected to be Professional, Scientific, and Technical Services with a +0.6% year-over year rate of growth. The strongest forecast by number of jobs over this period is expected for Health Care and Social Assistance (+6 jobs), Professional, Scientific, and Technical Services (+2), and Real Estate and Rental and Leasing (0).

Figure 3.2 Industry Employment

Industry Sectors	Number	Percent	Wages	LQ
Accommodation and Food Services	310	32%	$29,161	3.69
Retail Trade	235	24%	$31,761	2.46
Health Care and Social Assistance	147	15%	$59,279	1.03
Real Estate and Rental and Leasing	51	5%	$45,364	2.97
Public Administration	49	5%	$40,459	1.10
Professional, Scientific, and Technical Services	35	4%	$71,024	0.49
Construction	27	3%	$62,567	0.46
Other Services (except Public Administration)	26	3%	$31,512	0.64
Manufacturing	20	2%	$55,534	0.26
Finance and Insurance	20	2%	$71,337	0.52
Arts, Entertainment, and Recreation	17	2%	$34,432	0.85
Administrative/Support and Waste/Remediation	13	1%	$37,765	0.22
Transportation and Warehousing	8	1%	$56,732	0.17
Wholesale Trade	4	0%	$53,509	0.10
Information	4	0%	$50,820	0.23
Agriculture, Forestry, Fishing and Hunting	2	0%	$35,077	0.19
Total - All Industries	**970**	**100%**	**x**	**x**

Source: JobsEQ (Q1 2024); Bay-Lake RPC

OCCUPATION

The occupational make-up of residents can provide insight into the nature of work the local labor force is well-situated for and the type of industry that the Village may be best in retaining. Figure 3.3 shows a comparison of the occupational makeup of Village residents in 2010 and 2022. Since 2010, there has been a shift in the type of occupations held by residents. Residents working in management, business, science, and arts nearly doubled, making up 47% of the working population in 2022. Sales and office positions have decreased from 37% of the working population in 2010 to 19% in 2022. Another 19% of the working population hold service occupations, which include jobs in hospitality, healthcare, personal services, and other support roles.

Figure 3.3 Occupation of Residents (2010-2022)

Occupations	2010		2022		Percent Change
	Number	Percent	Number	Percent	
Management, business, science, and arts	87	27%	173	47%	99%
Service	75	23%	71	19%	-5%
Sales and office	118	37%	70	19%	-41%
Natural resources, construction, and maintenance	20	6%	31	9%	55%
Production, transportation, and material moving	23	7%	21	6%	-9%
Total Employed population 16 years and over	**323**	**100%**	**366**	**100%**	**13%**

Source: U.S. Census Bureau Decennial Census 5-Year ACS Estimates (2006 – 2010, 2018-2022); Bay-Lake RPC

Figure 3.4 shows Village employment by occupation group. According to JobsEQ, the overall largest occupation group in the Village is Food Preparation and Serving Related Occupations, employing 248 workers total. The next-largest occupation groups are Sales and Related Occupations (158 workers) and Office and Administrative Support Occupations (101). Major groups with the largest LQs are Food Preparation and Serving Related Occupations (3.16), Sales and Related Occupations (1.85), and Building and Grounds Cleaning and Maintenance Occupations (1.54).

Occupation groups in the Village with the highest average wages per worker are Legal Occupations ($113,500), Healthcare Practitioners and Technical Occupations ($111,900), and Management Occupations ($107,100). The unemployment rate in the region varied among the major groups from 1.8% among Management Occupations to 6.9% among Transportation and Material Moving Occupations.

Over the next 10 years, the fastest growing occupation group in the Village is expected to be Healthcare Support Occupations with a +1.1% year-over-year rate of growth. The strongest forecast by number of jobs over this period is expected for Healthcare Support Occupations (+5 jobs) and Computer and Mathematical Occupations (+2). Over the same period, the highest separation demand (occupation demand due to retirements and workers moving from one occupation to another) is expected in Food Preparation and Serving Related Occupations (452 jobs) and Sales and Related Occupations (218).

Figure 3.4 Occupational Makeup (Q1 2024)			
Occupation	**Number**	**Wages**	**LQ**
Food Preparation and Serving Related	248	$31,700	3.16
Sales and Related	158	$46,500	1.85
Office and Administrative Support	101	$46,700	0.86
Transportation and Material Moving	64	$44,600	0.76
Management	50	$107,100	0.68
Building and Grounds Cleaning and Maintenance	49	$39,400	1.54
Healthcare Support	44	$40,600	1.0
Installation, Maintenance, and Repair	38	$56,500	1.01
Business and Financial Operations	32	$80,300	0.52
Healthcare Practitioners and Technical	28	$111,900	0.5
Personal Care and Service	26	$34,200	1.1
Production	25	$51,100	0.46
Educational Instruction and Library	23	$57,200	0.45
Construction and Extraction	23	$61,100	0.52
Protective Service	16	$59,700	0.78
Computer and Mathematical	15	$89,000	0.47
Arts, Design, Entertainment, Sports, and Media	12	$56,900	0.69
Community and Social Service	6	$58,100	0.34
Architecture and Engineering	4	$86,100	0.24
Legal	4	$113,500	0.48
Life, Physical, and Social Science	3	$78,000	0.32
Farming, Fishing, and Forestry	1	$38,200	0.13
Total - All Occupations	**970**	**$55,500**	**1**

Source: JobsEQ (Q1 2024); Bay-Lake RPC

Village Employment Concentration

OnTheMap is a U.S. Census Bureau online visual mapping application that shows demographic, commuting, and employment characteristics for those who live or work in a specific geography. An analysis of the Village's work area profile showed 771 people worked in the Village in 2022. Jobs were primarily concentrated in three industry sectors: Accommodation and Food Services (31%); Retail Trade (25%); and Health Care and Social Assistance (16%). For reference, employment by industry in 2022 is shown in Figure 3.5.

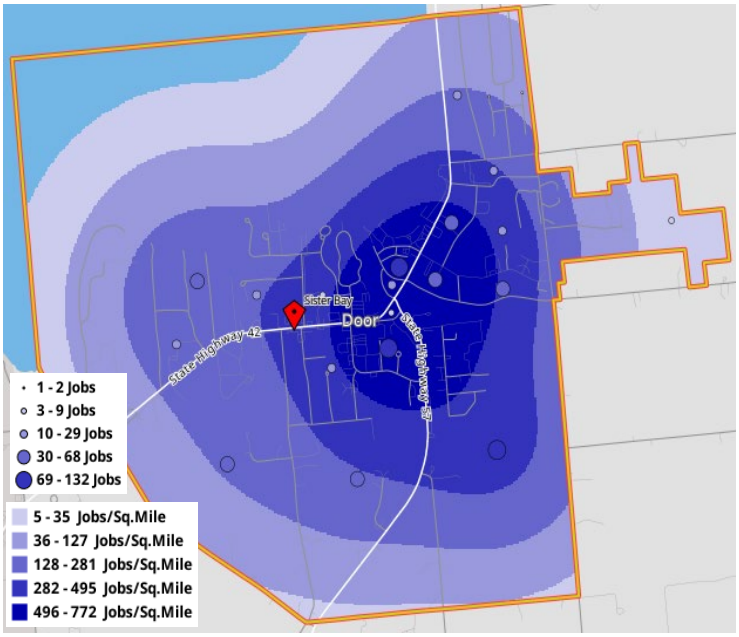
Figure 3.5 Employment by Industry Sector (2022)

Industry Sector	Number	Percent
Accommodation/Food Services	235	30.5%
Retail Trade	195	25.3%
Health Care/Social Assistance	125	16.2%
Public Administration	43	5.6%
Professional, Scientific, Technical	36	4.7%
Real Estate/ Rental Leasing	35	4.5%
Construction	21	2.7%
Other Services	18	2.3%
Information	14	1.8%
Arts, Entertainment, Recreation	14	1.8%
Finance and Insurance	12	1.6%
Waste Management/Remediation	11	1.4%
Manufacturing	9	1.2%
Wholesale Trade	2	0.3%
Transportation/Warehousing	1	0.1%
Total	**771**	**100%**

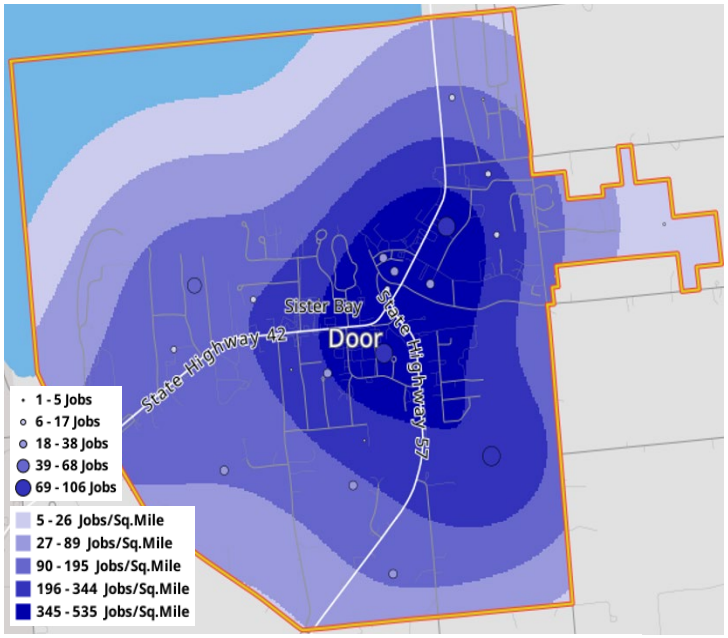
Source: U.S. Census Bureau On the Map (2022); Bay-Lake RPC

Between 2012 and 2022, the number of those working within the Village increased and the geographical concentration of jobs shifted. In 2012, there were 597 employed in the Village, indicating an increase of 174 employed from 2012. While the top employing industry sectors remained the same, the location of jobs within the Village shifted slightly between 2012 and 2022. Between 2011 and 2012, employment concentration expanded off the HWY 42 business corridor to the southeast along HWY 57. By 2022, employment became more densely concentrated in the heart of the Village, stemming from HWY 57 and HWY 42 as shown below.

2022 Employment Concentration



2011 Employment Concentration



Source: U.S. Census Bureau On the Map (2022 and 2012)

Commuting Patterns

In 2022, there were 771 individuals employed in the Village. Of those, 684 were employed in the Village but lived elsewhere. These individuals are referred to as inflow commuters and represent 89% of all those working in the Village. Around 79% of inflow commuters reside in the county with the most common places of residence being the Towns of Liberty Grove (15%) and Gibraltar (11%), and the City of Sturgeon Bay (9%).

Outflow commuters, residents who worked outside of the Village, made up 79% of the Village's labor force. The mean travel time to work for Village residents is 11.4 minutes. Top work destinations for outflow commuters include the Town of Gibraltar (24%), City of Sturgeon Bay (8%), Town of Liberty Grove (7%), and Town of Baileys Harbor (4%).



Source: U.S. Census Bureau On the Map (2022)

Most of the Village's working population remained in the county for work (75%). However, only 87 residents, or 21% of the local labor force, worked within the Village in 2022. The contrast between the high percentage working within the county and the relatively low percentage working within the Village reflects potential limitations in local job availability or other factors driving residents to seek employment beyond the Village's confines.

Residents commute to work primarily by driving alone (70%) followed by walking (11%), and carpooling (5%). Approximately 14% work from home. Because the rate of those who walk to work is much higher than the state (2.7%), national (2.4%), and county (3.6%) rates, the Village should take the necessary steps to ensure that those walking to work have safe, efficient, and accessible routes to get to and from.

Workforce Challenges

As Door County's population ages and baby boomers exit the workforce, the region faces a long-term challenge in maintaining a sufficient workforce. To tackle this issue, it is crucial to address the barriers that prevent individuals from fully participating in the job market. While there isn't one definitive solution to workforce shortages and other challenges, the most common barriers are often transportation, housing, childcare, and access to broadband. However, workforce challenges in the Village are exacerbated by its seasonal economy, which limits the availability of full-time positions across various industries.

Regional Employment Projections

The Wisconsin Department of Workforce Development (DWD) Projections Unit produces long-term and short-term projections for both industry and occupation employment. Long-term projections are for ten years out in the future and updated every two years for the state and workforce development area. Below is a summary of industry employment projections followed by occupation employment projections for the Bay-Area Workforce Development Area (WDA) which includes Brown, Door, Florence, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, and Sheboygan counties.

Nearly all industries in the WDA are projected to grow between 2020-2030, apart from Information Services as shown in Figure 3.6. Industry sector employment forecasts in the WDA show Leisure and Hospitality Services will have the greatest growth (21%), followed by Other Services (except Government) (15%), and Natural Resources and Mining (11%). Education and Health Services are forecasted to have the largest job gain across all sectors, with 8,018 new jobs added followed by Leisure and Hospitality (7,304); and Trade, Transportation, and Utilities (5,052). The only sector that has a negative outlook is the Information Industry, which is forecasted to lose 391 jobs, a -14% change in employment between 2020 and 2030. Overall, industry employment in the Bay Area WDA is expected to grow by 8%, adding 35,000 jobs from 2020 to 2030. Statewide employment is projected to grow at a slower rate during the same timeframe (6%).

Figure 3.6 Regional Industry Employment Projections (2020-2030)

Industry Sectors	2020 Employment	2030 Employment	Number Change	Percent Change
Goods Producing	**119,063**	**124,785**	**5,722**	**4.8%**
Natural Resources and Mining	8,297	9,187	890	10.7%
Construction	21,427	23,459	2,032	9.5%
Manufacturing	89,339	92,139	2,800	3.1%
Services Providing	**297,258**	**326,464**	**29,206**	**9.8%**
Trade, Transportation, and Utilities	76,011	81,063	5,052	6.7%
Information	2,875	2,484	-391	-13.6%
Financial Activities	25,017	25,513	496	2.0%
Professional and Business Services	39,239	43,246	4,007	10.2%
Education and Health Services	78,470	86,488	8,018	10.2%
Leisure and Hospitality	34,212	41,516	7,304	21.4%
Other Services (except Government)	19,947	22,999	3,052	15.3%
Government	21,487	23,155	1,668	7.8%
Self Employed	23,198	23,489	291	1.3%
Total All Industries	**439,519**	**474,738**	**35,219**	**8.0%**

Source: Wisconsin Department of Workforce Development Workforce Development Area Projection (2023); Bay-Lake RPC

Figure 3.7 on the following page shows occupation employment projections. Growth is projected for all occupational groups between 2020 and 2030 apart from Office and Administrative Support Occupations which are projected to decrease by 800 jobs or 1.4%. Occupations that are expected to grow the most by 2030 include Personal Care and Service Occupations (22%), Food Preparation and Serving Related Occupations (19%), and Computer and Mathematical Occupations (18%). The greatest job gain across all occupations will be in Food Preparation and Serving Related Occupations, adding 5,563 jobs by 2030.

Figure 3.7 Regional Occupation Employment Projections (2020-2030)						
Occupation	2020 Employment	2030 Employment	Number Change	Percent Change	Entry Wage	Median Wage
Management	21,494	23,549	2,055	9.56%	$59,248	$100,713
Business and Financial Operations	24,520	26,593	2,073	8.45%	$39,419	$61,354
Computer and Mathematical	9,463	11,202	1,739	18.38%	$46,058	$71,529
Architecture and Engineering	7,538	8,191	653	8.66%	$50,069	$72,460
Life, Physical, and Social Science	2,652	2,925	273	10.29%	$36,197	$58,348
Community and Social Service	5,292	6,009	717	13.55%	$29,429	$44,772
Legal	1,653	1,779	126	7.62%	$40,037	$57,492
Education, Training, and Library	20,015	22,535	2,520	12.59%	$28,010	$47,106
Arts, Entertainment, Sport, and Media	5,139	5,699	560	10.90%	$24,875	$41,852
Healthcare Practitioners	24,260	26,506	2,246	9.26%	$42,104	$65,186
Healthcare Support	17,447	19,806	2,359	13.52%	$23,733	$29,592
Protective Service	7,127	8,093	966	13.55%	$24,709	$40,561
Food Preparation and Serving	30,060	35,623	5,563	18.51%	$17,887	$21,730
Building Cleaning and Maintenance	11,325	12,142	817	7.21%	$21,786	$29,006
Personal Care and Service	11,535	14,021	2,486	21.55%	$19,130	$25,362
Sales and Related	40524	42164	1,640	4.05%	$21,316	$31,842
Office and Administrative Support	53827	53059	(768)	-1.43%	$26,711	$37,505
Farming, Fishing, and Forestry	5046	5478	432	8.56%	$29,170	$37,656
Construction and Extraction	20675	22664	1,989	9.62%	$33,962	$51,278
Installation, Maintenance, Repair	19368	21118	1,750	9.04%	$33,759	$49,280
Production	62207	63233	1,026	1.65%	$28,230	$39,278
Transportation and Material Moving	38352	42349	3,997	10.42%	$23,782	$35,346
Total, All Occupations	**439,519**	**474,738**	**35,219**	**8.01%**	**$24,495**	**$40,032**

Source: Wisconsin Department of Workforce Development Workforce Development Area Projection (2023); Bay-Lake RPC

The DWD projections also identify “hot jobs” for the WDA. Hot Jobs are high projected growth occupations that must meet the following criteria: median salary must be above the WDA median; percentage change must be greater than the WDA average; and have the most projected openings. For the Bay-Area WDA, the top 10 “hot jobs” for 2030 include:

- Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products
- General and Operations Managers
- Accountants and Auditors
- Elementary School Teachers, Except Special Education
- Software Developers and Software Quality Assurance Analysts and Testers
- Industrial Machinery Mechanics
- Welders, Cutters, Solderers, and Brazers
- Electricians
- Sales Representatives of Services, Except Advertising, Insurance, Financial Services, and Travel
- Plumbers, Pipefitters, and Steamfitters

INCOME AND EARNINGS

EARNINGS

The median earnings for the residential population aged 16 and older is $22,950 as shown in Figure 3.8. For those who work full-time, year-round, the median earnings are $42,917, which is still lower than the median earnings for the county and state.

Figure 3.8 Median Earnings

Earner Type	Sister Bay	Door County	Wisconsin
Population 16+	$22,950	$37,327	$42,873
Full-Time Year-Round Population	$42,917	$51,571	$55,334

Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

INCOME

Earnings reflect compensation from salaries and wages, whereas income includes all sources of money an individual or household receives. The median household income is $48,295. Figure 3.9 shows the change in median household income between 2010 and 2022. Household income has increased since 2010, but not as it has not grown as quickly or drastically as other communities. The greatest change is seen in households earning $75K or more. In 2010, only 14% of households were earning above $75k and in 2022, 25% of households earned this income. Despite nationwide changes in household income, the number of households earning an income under $25K has increased from 2010.

Figure 3.9 Change in Household Income 2010-2022

Household Income	2010		2022		Percent Change
	Number	Percent	Number	Percent	
Under $24,000	87	22%	135	26%	55%
$25,000 to $49,000	176	44%	144	27%	-18%
$50,000 to $74,000	79	20%	120	23%	52%
$75,000 to $99,000	20	5%	68	13%	243%
$100,000 and Over	35	9%	61	12%	75%
Median Household Income	**$38,917**		**$48,295**		**24%**

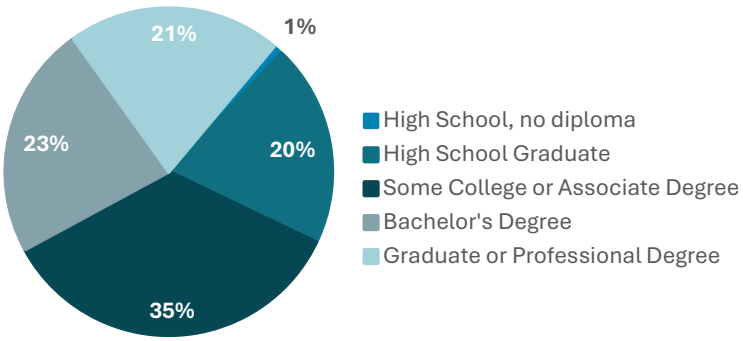
Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

EDUCATION

EDUCATIONAL ATTAINMENT

Of those aged 25 and older, 20% have graduated high school and 35% have some college experience or have attained an associate degree. A large percentage (44%) of the population has received a bachelor's degree or higher. As shown in Figure 3.10, no individuals have less than a 9th-grade education. Residential educational attainment levels are above those in Wisconsin for all levels of education.

Figure 3.10 Educational Attainment, Ages 25+



Source: U.S. Census Bureau 5-Year ACS Estimates (2018-2022); Bay-Lake RPC

School Enrollment

As shown in Figure 3.11, school enrollment has increased significantly since 2012, especially preschool and kindergarten enrollments. In 2022, there were 91 people aged 3 and older enrolled in school. Over half of those were in preschool (4) or kindergarten (43), 17% were in elementary school (25), 15% were in high school (14), and 6% were enrolled in college or graduate school (5%).

Figure 3.11 School Enrollment (2012, 2022)

Education Level	2012		2022	
	Number	Percent	Number	Percent
Preschool	**0**	**0%**	**4**	**4%**
Kindergarten	1	3%	43	47%
Elementary (Grades 1-4)	5	14%	11	12%
Elementary (Grades 5-8)	9	24%	14	15%
High School (Grades 9-12)	10	27%	14	15%
College or Graduate School	12	32%	5	6%
Total	**37**	**100%**	**91**	**100%**

Source: U.S. Census Bureau 5-Year ACS Estimates (2007-2012; 2018-2022); Bay-Lake

TOURISM

The Village attracts thousands of visitors each year, especially during the summer and fall seasons. Tourism significantly boosts the local economy by supporting a wide range of businesses, including restaurants, shops, and hotels. Seasonal festivals and outdoor activities bring visitors to the Village, which further helps support the local economy, including businesses and employees.

According to the Wisconsin Department of Tourism, visitors to Door County generated $620 million in total economic activity in 2023, an increase of $33 million, or 5.7%, from the year before. It's the highest figure in the Door's history. Direct visitor spending totaled $497 million, which equates to 3.16% of all direct visitor spending in the state. As noted previously, the summer and fall months are the Village's peak tourism season, and the same goes throughout the county with 54% of direct spending taking place from April to September. Nearly half (48%) of the direct spending in the county was spent on lodging, which includes second homes and short-term rentals. Tourism also supported 3,444 jobs in 2023 in Door County, up from 3,311 in the previous year. Spending by tourists in Door County in 2023 also generated $51 million in state and local taxes, a 6.6% increase from $47.8 million in 2022.

The Door County Tourism Zone Commission reported that room tax collections increased 2.3% from $11.07 million in 2022 to $11.31 million in 2023. In addition to a short-term rental ordinance that was put in place, the Village also has a Premier Resort Area Tax. The Village continues to lead the county in room tax revenue compared to other municipalities in the county. From just a six-month period between January and June 2024, the Village reported nearly $505,000 in room tax revenue. A portion of the 8% lodging tax that is charged to lodging customers is allocated to the Door County Community Investment Fund grant program, which annually funds projects that benefit the residents and tourists. The Village received funding in 2023 to develop a half-mile trail along STH 42 and partial funding for the Village's shuttle bus. To learn more about the economic impact of tourism in the county, view the *2023 Economic Impact of Tourism in Door County Research Report*.

SWOT ANALYSIS

This section summarizes the Village's strengths, weaknesses, opportunities, and threats (SWOT) from an economic development perspective. Findings are based on economic analysis, Plan Commission input, and public input.

STRENGTHS

- Diverse business setting and strong business group – Sister Bay Advancement Association
- Year-round business hub of Northern Door County
- Well-maintained streets and public properties
- Natural beauty of the area and waterfront destination
- Well-maintained marina to accommodate water transportation, recreation, and tourism
- Abundance of well-maintained parkland and recreational facilities
- Active government and abundance of planned projects
- Well-maintained public facilities and public services – library, local fire department, local post office, and sewer and water system
- Availability of health and education facilities – large childcare center, technical college, and new medical facility
- Night sky friendly community with minimal light intrusion
- High quality of life among residents
- Active historical society with well-maintained historical buildings and artifacts
- Presence of major wireless providers and adequate cell coverage
- Dedicated commercial land to support existing business base
- Low unemployment rate

WEAKNESSES

- Congested downtown during summer
- Lack of available and affordable housing for the workforce, first-time homebuyers, and senior citizens
- Lack of land availability for development and shallow depth to bedrock
- Increasing development costs
- Contamination of fertilizers and pesticides due to shallow depth to bedrock on available agricultural land
- Traffic safety concerns along downtown and pedestrian routes
- Inadequate bicycle and pedestrian network between uptown and downtown
- Limited full-time, year-round job opportunities
- Sewer and water system does not serve the southern part of the Village. Increased operational costs due to sludge transportation costs.
- Cell service can be inadequate in certain areas or during peak tourism season

OPPORTUNITIES

- Fiber optic installation project (planned for 2025)
- Highly visited tourism and waterfront destination
- Sewer and water systems have capacity to extend to unserved areas and assumed additional customers
- Growing family and child population
- Well maintained parks and historical features that promote tourism and the Village's culture
- Minimal floodplain
- Redevelopment of older properties

- Availability of J-1 Visa Summer Program students to supplement local workforce during peak seasons

THREATS

- Minimal vacant commercial land
- High land costs
- Housing being purchased for rental and seasonal use
- Aging population and workforce
- Fluctuating water levels of Lake Michigan
- Industry and employment shift due to aging workforce in specific industries, such as construction
- Redevelopment and revitalization impact to Village and historical character
- Lack of workforce training and programming opportunities

ECONOMIC DEVELOPMENT RESOURCES

LOCAL

Sister Bay Advancement Association (SBAA) is located at 10708 N. Bayshore Drive and seeks to support and promote businesses, attract tourism, provide cultural activities and celebratory events, and support the development of Sister Bay.

Door County Economic Development Corporation (DCEDC) is a public/private partnership dedicated to improving the economic vitality of the county and its residents. Founded in 1989, DCEDC has been successful in helping existing businesses create and retain thousands of jobs through a myriad of programs and initiatives. Additionally, DCEDC places strong emphasis on fostering entrepreneurial instincts in county residents as well as those who vacation in Door County.

Destination Door County (DDC) is Door County's designated tourism marketing entity. The DDC is the contracted entity used to generate visitor-ship and overnight stays.

REGIONAL

Bay-Lake Regional Planning Commission (Bay-Lake RPC) is a quasi-governmental organization that offers planning and technical assistance services for local units of government throughout eight counties in northeast Wisconsin. Bay-Lake RPC specializes in community development, economic development, environmental, GIS/Mapping, and transportation planning.

New North Inc. is a 501(c)3 non-profit, regional marketing and economic development corporation that was founded to foster collaboration among private and public sector leaders to strengthen communities, build long-term value, and attract a range of investments.

STATE AND FEDERAL

Wisconsin Economic Development Corporation (WEDC) is a public/private agency in the state of Wisconsin designed to assist business development and innovation through loans, grants, tax credits, and technical assistance programs.

Economic Development Administration (EDA) is a US government agency that provides grants to communities in need to help stimulate economic growth and create jobs.

GOALS AND OBJECTIVES

Goal: To provide for development in the Village of Sister Bay by seeking balanced economic growth in business, while providing jobs for residents, increasing personal income and protecting and enhancing the Village's environmental and cultural assets.

Objectives:

- Designate areas preferred for future business development to minimize land use conflicts and support the community character.
- Work with the neighboring Town of Liberty Grove on a trades center to increase trades jobs in the area.
- Manage development to preserve the Village's character and appeal to residents, while encouraging goods and services that support a year-round economy.
- Maintain quality infrastructure (streets, utilities, broadband, etc.) to support business development.
- Advocate for a variety of full, part time, permanent, and seasonal jobs that pay a living wage.
- Develop effective regulations and policies requiring businesses to contribute to essential workforce housing.
- Encourage training opportunities and cooperative work arrangements to increase employment in the trades industries.
- Support codes and policies that further home-based businesses that are not incompatible with the neighborhood where they are located.
- Work with local agencies to help advance the development of a second commercial kitchen in the area, or expansion of the existing facility at the technical college.
- Promote opportunities for home based childcare businesses and a variety of childcare options to the workforce.

TRANSPORTATION

The Transportation Element aims to provide a strategic vision for developing a comprehensive transportation network that integrates various modes of travel, including roads, public transit, pedestrian pathways, and cycling routes. By prioritizing sustainable practices, improving safety, and promoting mobility, the Village aims to seek a transportation system that fosters economic vitality, environmental stewardship, and an improved quality of life for all members of our community.

TRANSPORTATION NETWORK

EXISTING ROADWAY NETWORK AND FUNCTIONAL CLASS

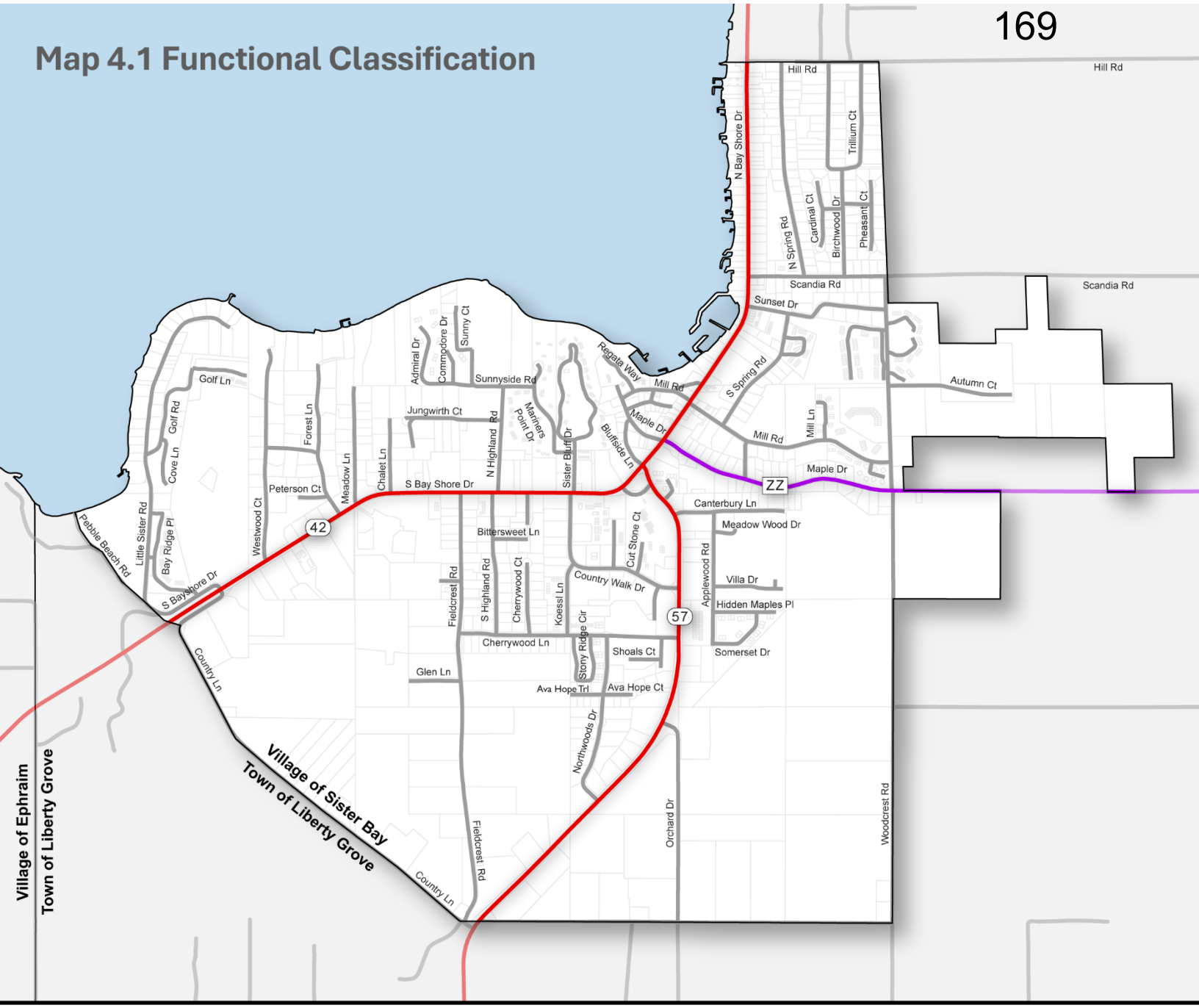
The Village contains approximately 21 miles of local roadway, one mile of county roadway, and 3.5 miles of state highway for a total of 25 miles of roadway. Map 4.1, on the following page, details the functional classification of roadways in the Village as well as proposed roadway improvements. The Village has identified future roadway improvements within its Official Street Map, which can be found in the Appendix.

Arterial Roads: Arterial streets handle high traffic volume and moderate speeds to carry traffic between major areas or key destinations. The Village contains four miles of arterial roadway consisting of two minor arterials, State Trunk Highway 42 and State Trunk Highway 57. Highway 42 and Highway 57 are maintained by the state and serve as major routes for both local and through traffic. The Village has Maintenance Agreements on sections of Highway 42. These roadways play a crucial role in connecting the Village to other communities throughout the county and beyond.

Collector Roads: Collector roads collect and distribute traffic from local roads to arterial roads. They serve as intermediary routes, linking neighborhoods or local areas with the arterial network. The Village contains one mile of major collector roadway consisting of County Highway ZZ, which turns to Maple Road in the Village limits. This roadway is maintained by the county while Maple Road is maintained by the Village.

Local Roads: Local roads provide direct access to properties and destinations within neighborhoods and local areas. They serve primarily to connect residents to collector and arterial roads. The Village maintains approximately 21 miles of these local roads.

Map 4.1 Functional Classification



Functional Classification

Village of Sister Bay Comprehensive Plan

- Minor Arterial
- Major Collector
- Local Road
- Municipal Boundary

N

0 0.25 0.5 1

Miles

Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2024.

Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

Existing Traffic Counts

The Village's roadway network experiences light vehicle traffic daily, except during the summer months when traffic increases due to tourism. Traffic is heaviest on STH 42. According to the Wisconsin Department of Transportation (WisDOT), average annual daily traffic (AADT) on STH 42 between STH 57 and CTH ZZ reached 9,100 in 2018 and STH 42 between Meadow Lane and Fieldcrest Road reached 7,300 in 2022. AADT on STH 57, just south of STH 42, was recorded at 2400 in 2015 and 3900 in 2022. A recent history of AADT within the Village can be seen in Figure 4.1 below.

Figure 4.1 Average Annual Daily Traffic Counts

Roadway Segment	2006	2009	2012	2015	2018	2022
STH 42 (Meadow Lane to Fieldcrest Rd.)	3,900	5,100		5,700		7,300
STH 42 (STH 57 and CTH ZZ)		6,700	6,200		9,100	
STH 57 (south of STH 42)		2,600		2,400		3,900
CTH ZZ (east of STH 42)		1,000				1,100

Source: Wisconsin Department of Transportation, Annual Daily Traffic Counts; Bay-Lake

Forecasted Traffic Counts

The WisDOT Planning-Level Traffic Forecasts Application was used to project future traffic counts in five-year intervals for roads in and around the Village. This application offers important data for state highway enhancement projects, including current and anticipated traffic volumes, geometric design specifications, and truck volume percentages by classification. Below, Figure 4.2 illustrates the projected traffic volume counts in five-year increments up to the year 2050. Of the three segments of roadways illustrated below, traffic volume is projected to grow 25% on STH 42 between STH 57 and CTH ZZ while the other two segments are projected to decrease in traffic from their most recent traffic counts in 2018 and 2022. Increased roadway traffic on STH 42 between STH 57 and CTH ZZ may cause additional safety concerns as that segment passes through the Village's downtown area. The Village should make additional investments to ensure adequate pedestrian infrastructure, such as crosswalks, bump outs, and flashing beacons be visible to oncoming traffic from both directions.

Figure 4.2 Forecasted Average Annual Daily Traffic Counts

Roadway Segment	2025	2030	2035	2040	2045	2050
STH 42 (Meadow Lane to Fieldcrest Rd.)	6,020	6,080	6,140	6,200	6,260	6,320
STH 42 (STH 57 and CTH ZZ)	9,570	9,930	10,290	10,650	11,020	11,380
STH 57 (south of STH 42)	2,710	2,810	2,910	3,010	3,110	3,210

Source: Wisconsin Department of Transportation, Traffic Forecasts; Bay-Lake RPC

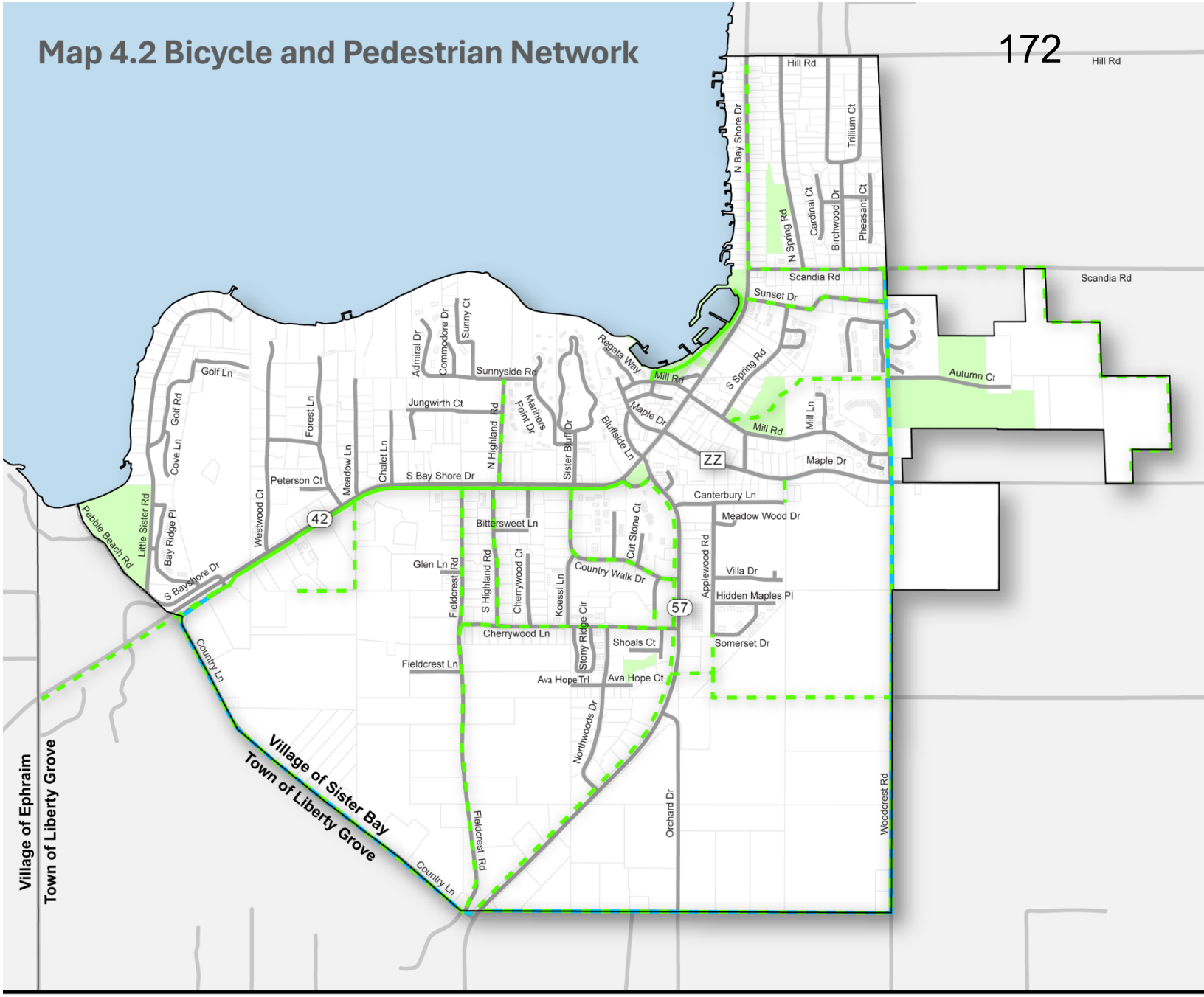
Bicycle and Pedestrian Network

The Village's active transportation network consists of on-and off-road facilities made up of sidewalks, trails, shared-use paths, and bicycle lanes. Map 4.2 on the following page shows the existing and proposed bicycle and transportation network within the Village. The Village contains approximately four miles of bicycle facilities that exist as either multi-use paths (1.38 miles) and widened shoulders (3.63 miles). Bicycle and pedestrian improvements that are not currently available but proposed include 11.76 miles of multi-use path. Multi-use paths are proposed along HWY 57, HWY 42, and through the Mill Road Natural Area. These improvements will close gaps between existing bicycle and pedestrian infrastructure and enhance connectivity, safety, and access to existing Village facilities and parks. Widened shoulders along Highland Rd., Fieldcrest Rd., and Sunset Dr., will further improve connectivity and safety throughout the Village.

The Village would like to see additional bicycle and pedestrian improvements take place throughout the Village on roadways and throughout parks to increase safety, connectivity, and access to community facilities and destinations. To make this vision a reality, the Village should continue to plan for bicycle and pedestrian infrastructure, or widened shoulders at a minimum, during all future roadway construction or reconstruction projects. A new Village code requires new sidewalks to be ADA compliant and wider than traditional sidewalks.

Bicycle and pedestrian safety are a concern on key intersections and roadways such as HWY 42 and 57 that see heavy traffic during the summer months. Motor vehicle crashes in Wisconsin are reported on the Community Maps application developed and maintained by the UW-Madison Operations and Safety Laboratory for the WisDOT. Since 2010, there were 15 total crashes reported resulting in 0 fatalities and 16 injuries. To find out more about crashes that have occurred in the Village, visit the Community Maps Application.

Map 4.2 Bicycle and Pedestrian Network



Bicycle and Pedestrian Network

Village of Sister Bay Comprehensive Plan

- Multi-Use/Pedestrian Trail
- Widened Shoulder
- Proposed Multi-Use/Pedestrian Trail
- Municipal Boundary
- Road

N

0 0.25 0.5 1

Miles

Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2024.

Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

OTHER MODES OF TRANSPORTATION

AIRPORTS

There are several airports located near the Village that are publicly available. The nearest international commercial-passenger and air freight service for residents of Gibraltar is provided by the Austin Straubel International Airport located near the City of Green Bay.

Ephraim-Gibraltar Airport is a public use airport located on the east of Fish Creek and is owned by the Village of Ephraim and the Town of Gibraltar. The airport has two runways and is used for single-engine aircraft and helicopters. The Door County Cherryland Airport is a county-owned public-use airport located in Sturgeon Bay.

MARINA

The Sister Bay Marina is located adjacent to Waterfront Park along Bay Shore Drive. The Marina is an important Village asset that brings in tens of thousands of visitors each year and ultimately helps to drive the local economy. The marina consists of four launch ramps, 150 boat slips (seasonal rental, transient, and commercial slips), electrical and water hookups, a central pump-out station, and wireless internet access. Furthermore, the Harbormaster building includes restrooms, showers, and laundry accessible to overnight guests. Commercial sightseeing cruises and boat rentals operate out of the marina, including both sail and powerboat options. Short-term marina parking is available on Scandia Road and long-term trailer storage is adjacent to the Sister Bay Sports Complex on Autumn Court.

According to the Village's 2024 Annual Report, the marina has 21,420 transient slip days in addition to the 100 seasonal slips available. Including commercial operations, seasonal and transient use, the marina accommodated over 85,000 customer interactions in 2024. The marina had 95% occupancy rate and accommodated over 35,000 individuals during overnight stays throughout the season. The Marina was also recently designated as a WI Clean Marina and is therefore committed to preventing pollution and protecting fish, wildlife, and public health.

The Village should identify grant funding to help with improvements to the marina that have been budgeted for in the Marina's 5-year CIP. Major improvements identified in the CIP or that have been discussed by the Village's Marina Committee include: rebuilding the marina building to have year-round accessible bathrooms and showers, along with more public space for registration and offices. A maritime museum is planned for the boathouse and it will be operated by the local Historical Society. Consideration of living quarters above so staff have housing options in the Village is also advised. Other enhancements for consideration are repair or replacing the boardwalk and installing picnic tables for commercial vendor guests. Currently, the Marina Committee is working with the Parks, Property, and Streets Committee to build a restroom and shower addition off the Village Hall for marina users among other users.

PUBLIC TRANSPORTATION

Public transportation is offered privately and publicly through the county, Village, and local organizations. Public transportation is important to the Village to accommodate its higher population of senior residents, tourists, and the 7.2% of households without a vehicle. Public transportation and mobility services within rural and small communities are often served by volunteer programs, subsidized

taxi services, community transportation services, demand response buses, and fixed-route bus services.

Door 2 Door Rides (D2D): Door County operates D2D, a shared-ride, fee-based taxi service that provides one-way transit for all, especially the elderly, and disabled. D2D is available county-wide, except for Washington Island, through zone areas. The Pink Zone includes the Village and covers the Towns of Egg Harbor, Jacksonport, Baileys Harbor, Gibraltar, and the southern portion of Liberty Grove. The northern edge of the Pink Zone is Highview and Seaquist Roads. It includes the Villages of Egg Harbor, Ephraim, and Sister Bay.

Door County Connect (DCC): Formerly known as the ADRC bus/van service, Door County Connect provides rides throughout the City of Sturgeon Bay and an extended area up to 10 miles from the ADRC.

Door-Tran: The county partners with Door-Tran, a local non-profit that connects county residents with transportation services that are affordable, available, and accessible. Door-Tran shares a wheelchair accessible van with Door County Connect, volunteer drivers provide rides, and the County Veterans Services Office covers fuel costs.

Sister Bay Shuttle: The Sister Bay Shuttle is owned, maintained, and staffed by the Village, in partnership with the SBAA. The SBAA prepares routes and schedules and markets the shuttle. The Shuttle runs Thursday through Saturday between 5:00 PM and 2:00 AM in the summer months (June through October). The shuttle runs on a fixed route, and anyone is eligible to ride at no cost. The shuttle started in 2019, and a new shuttle bus was put into service in 2024.

The Peninsula Transit Coalition plans to extend transportation services as far south as the City of Sturgeon Bay.

STATE AND NATIONAL TRANSPORTATION TRENDS

This section summarizes trends in transportation policy and modal preferences. The Village must be aware of these trends and be prepared to financially support all transportation and technological shifts, as well as its mandated services.

ACTIVE TRANSPORTATION

Walking and bicycling as a mode of transportation is increasingly common. Increased investments in traditional transportation infrastructure and the public realm have encouraged and guided preferences for walking and biking. However, in many cases, distance and barriers to destinations can limit active transportation as a viable travel mode.

ELECTRIC VEHICLE CHARGING STATIONS

According to an Experian Automotive Market Trends report from the fourth quarter of 2023, there were about 3.3 million electric vehicles (EV) on the road in the U.S. This number is up from 2 million electric vehicles in 2022 and 1.3 million in 2021. The National Renewable Energy Laboratory predicts that there could be 30–42 million EVs on U.S. roads by 2030. Within Wisconsin, the DOT reports that there are 29,000 registered EVs. As consumption of EVs grows, so too will the need for charging stations in accessible locations.

According to the U.S. Department of Energy (DOE) Alternative Fuel Data Center, Wisconsin has 719 publicly available charging station locations and 1,743 EV charging ports as of December 2024. Within the Village, there are six total EV charging ports located at three publicly available EV charging stations. recognized by the DOE. The Village must prepare for EVs being driven by residents, visitors, and by those passing through the Village and the availability of EV charging locations may influence travel and tourism. Therefore, infrastructure must be available to accommodate these vehicles.

For updated information on the availability of EV charging stations and ports within the Village and throughout the state, visit the DOE Alternative Fuel Data Center.

RIDE-HAILING SERVICES

On-demand transportation services, such as Uber or Lyft, offer flexible routing and scheduling to individuals who are willing to pay a service fee to get picked up and dropped off at their chosen location. Ride-hailing services are increasingly popular among younger generations, urban dwellers, people without a vehicle and people with disabilities.

APPLICABLE TRANSPORTATION PLANS

COUNTY AND REGIONAL TRANSPORTATION PLANS

Connect. Regional Bicycle and Pedestrian Plan for Northeast Wisconsin: The bicycle and pedestrian plan for the Bay-Lake region details the region's bicycle and pedestrian network and facilities, including documentation of specific shared-use/multi-use pathways by county. The plan lists a range of objectives and strategies to improve the region's bicycle and pedestrian facilities.

Bay Shore Trail Feasibility Study **(in progress):** The Bay Shore Connectivity Trail will be a multi-use pathway connecting the communities of the Town of Gibraltar and the Villages of Egg Harbor, Ephraim, and Sister Bay. The trail will also pass through Peninsula State Park and cross into portions of the towns of Egg Harbor and Liberty Grove. The goal of the trail is to connect communities through active transportation that is seamlessly integrated into daily life through a safe, convenient, and enjoyable bicycle and pedestrian network that accommodates individuals of all ages and abilities.

STATE TRANSPORTATION PLANS

Connect 2050, Wisconsin's Statewide Long-Range Transportation Plan (2022): Connect 2050 is Wisconsin's existing state-wide transportation plan. It describes Wisconsin's multi-modal transportation system and documents policies and actions to maintain, improve, and strengthen the overall system.

Wisconsin Bicycle Plan 2020: Wisconsin's existing bicycle plan includes a vision, goals, and objectives for bicycling as well as implementing strategies to increase bicycling across the state and to reduce crashes involving cyclists and motor vehicles.

Wisconsin Pedestrian Policy Plan 2020: Wisconsin's Pedestrian Policy Plan includes a vision statement, goals, objectives, and actions for pedestrian travel. It includes other important information such as issues and concerns for pedestrians in Wisconsin and an overview of past/current planning efforts, programs, plans, and laws.

Wisconsin Active Transportation Plan 2050 **(in progress):** WisDOT is updating its Wisconsin Bicycle Transportation Plan and Wisconsin Pedestrian Policy Plan and combining them into the Wisconsin

Active Transportation Plan 2050. The active transportation plan will be a statewide long-range plan focused on human-powered modes of transportation, such as bicycling and walking. This plan will evaluate the state's active transportation opportunities and needs, resulting in policies and actions that will align with and further Connect 2050.

WisDOT 6-year Highway Improvement Program: This highway improvement program covers only the 11,750-mile state highway system which is administered and maintained by WisDOT. Wisconsin's current (2023-2028) highway improvement program identifies planned resurfacing in 2024 for STH 42 from Sturgeon Bay to Fish Creek. The proposed improvement for this segment of STH 42 is approximately 13 miles in length.

Wisconsin State Freight Plan* (in progress*): Wisconsin is updating its freight plan, which was adopted in 2018. The State Freight Plan is a long-range multimodal plan that addresses the state's freight transportation needs and provides a vision for WisDOT's freight program for the next eight years.

GOALS AND OBJECTIVES

Goal: To establish a safe, efficient, and quality transportation system for pedestrians, bicycles, and motor vehicles, to reduce congestion, minimize infrastructure needs, and encourage a more active lifestyle.

Objectives:

- Develop a transportation system that provides for all transportation modes and is harmonious with surrounding land uses.
- Provide a safe system of bicycle, walking and motorized acceptable recreational vehicle paths and trails.
- Plan for and designate future road and trail rights-of-way within the Village.
- Support the maintenance of the marina to ensure the Village remains accessible by water.

AGRICULTURAL, NATURAL, AND CULTURAL RESOURCES

The Village is celebrated and known for its picturesque natural beauty, cultural vibrancy, and agricultural heritage that form the Village's character. Natural, cultural, and agricultural resources have helped to foster a strong sense of identity and community pride and have led to abundant opportunities for outdoor recreation and ecological preservation within the Village. This element of the plan identifies key natural and cultural resources that help to shape the Village's unique characteristics and further outlines strategies for preserving and managing agricultural lands, natural resources, and cultural heritage within the community.

AGRICULTURAL RESOURCES

Door County's agricultural scene is deeply rooted in its history and continues to be a vital part of its economy and identity. The county supports a diverse range of agricultural activities but is best known for fruit production, particularly cherry orchards, and the wine industry that drives the economy and agritourism. While the county's unique climate significantly contributes to fruit production, rocky soils and shallow depth to bedrock are limiting conditions in agriculture. According to the 2022 United States Department of Agriculture's Agriculture Census, there are 631 farming operations in the county, totaling 109,000 acres. The average farm size within the county is 172 acres. Approximately 86,000 acres are used for harvested cropland and nearly 2,500 acres of land are in orchards.

A small portion of the county's agricultural lands are found within the Village. An analysis of existing land use found that the Village contains 284 acres of agricultural land, making up 16.2% of the total land area within the Village. Development pressure, economic challenges, aging farmer population, and policy and zoning changes have contributed to the ongoing decline in agricultural land in the Village as well as the county.

PHYSICAL CHARACTERISTICS

GEOLOGY AND TOPOGRAPHY

The geology and topography of the Village are shaped by the unique geological history of the Door Peninsula and its location along Green Bay. The landscape of the Door Peninsula is primarily a product of differential glacial erosion of Paleozoic dolomite and shale. The Village bedrock geology consists of the Silurian dolomite layer, which is common along the Lake Michigan Shoreline and has shaped natural features, such as the Niagara Escarpment, in the Village topography. Parts of the bedrock are exposed as cliffs and other outcroppings. The elevation above sea level in the Village ranges over 150 feet from below 600 to over 750 feet.

The Niagara Escarpment is one of the 229 land features that have been designated as a Legacy Place in the Wisconsin Land Legacy Report that was created by the Wisconsin Department of Natural Resources (WDNR). Per the report, these places are significant for their combination of conservation and recreation potential. Sections of the Niagara Escarpment may be seen throughout the Village as exposed cliffs and rock outcroppings.

Niagara Escarpment

The Niagara Escarpment is a significant geological feature that runs through parts of North America, including the Village. The escarpment is primarily responsible for the dramatic and scenic landscape within the Village and along the shoreline. The Escarpment contributes to many natural beauties of the Village, provides recreational opportunities, and supports a variety of habitats home to diverse species.

Soils

The Village is located within the WDNR defined *Er* soil region, which includes forested, red, sandy, and loamy soils. The soil hydrologic groups present in the Village have high-to-moderate infiltration rates when thoroughly wet. These soils consist of deep, moderately to excessively drained sands or soils that have a moderate to high rate of water transmission.

Climate

The proximity to Green Bay and Lake Michigan influences the local climate and weather by moderating temperatures, contributing to lake effect snow, increasing humidity and precipitation, affecting wind patterns, and creating more variable weather conditions near the bay. Ice will typically be present in the bay by mid-January and starts to break up in early April. The climate allows for both warm and cold weather recreational activities.

Climate Trends and Risks

According to *Wisconsin's Initiative on Climate Change Impacts (WICCI) 2021 Report*, Coastal communities are facing issues like rapidly fluctuating water levels, an increasing frequency of extreme storms, and eroding bluffs that endanger homes and roads. Climate warming, precipitation, high temperatures, and extreme weather events have been increasing and are projected to continue to increase throughout the state. Statewide, temperatures have increased 3 degrees, and precipitation has increased 20% since the 1950s. Temperature and precipitation projections show that Door County could see an increase in 2 to 8 degrees and about a 10% increase in precipitation by 2050. Days above 90° F are projected to increase to about 15 days per year. Fluctuations in temperatures and precipitations impacts agricultural cycles and people. Solutions for air and agricultural impacts include:

- Reduce greenhouse gas emissions
- Promote sustainable and restorative agricultural practices such as limited to no-till, cover crops, and rotational grazing
- Improve liquid manure storage and management

Communities on and near the coastlines of the Great Lakes are projected to continue to experience variable water levels, warmer waters, a decrease in water quality, and an increase in intense lake storms. These conditions impact the local economy and infrastructure, private and public property, and the entire ecosystem. Increases in water fluctuations will cause shoreline erosion and flooding that may require people to consider strategically retreating their homes or public infrastructure. Solutions and mitigation strategies for coastal climate change impacts include:

- Increase resiliency planning efforts
- Preserve, protect, and/or restore the Village's water resources such as wetlands, floodplains, and shoreline to prevent flooding
- Increase stormwater retention

- Decrease nutrient and contamination runoff
- Monitor conditions
- Manage aquatic invasive species
- Consider nature-based solutions

Impacts to human health will vary from local to regional level and not everyone will be impacted equally. As temperatures increase, populations without access to air conditioning and especially older adults will see an increase in heat related injuries and fatalities. Increases in flooding events will cause physical damage to property, potentially cause groundwater contamination, and flood basements. Tick and mosquito populations will benefit from longer growing seasons. To mitigate human health risk, there should be communication and education for people on climate related health impacts.

Coastal Hazards

Planners analyzed several sources to determine climatic risks that pose a threat to the Village. According to Risk Factor, 168 properties in the Village have greater than a 26% chance of being severely affected by flooding over the next 30 years. The Village is at moderate risk of flooding over the next 30 years, which could impact day-to-day life within the community. In May 2024 and revised in 2025, the Village adopted the most recent FEMA flood maps and a floodplain zoning ordinance to help minimize structural damage as a result of any potential flooding.

There are 808 properties in the Village that have some risk of being affected by wildfire over the next 30 years and the Village has a moderate risk for wildfires. In addition to property damage, flooding and wildfires can also cut off access to utilities, emergency services, and transportation, and may impact the overall economic well-being of an area.

Using FEMA National Risk Index, the census tract in which the Village is located has a very high ability to prepare for anticipated natural hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions when compared to the rest of the U.S.

Hazard Mitigation

The Village of Sister Bay was involved with the development of the 2016-2021 Door County Hazard Mitigation Plan and more recently, participated in the update of that plan. The 2022-2026 Door County Hazard Mitigation Plan includes risk assessment and mitigation strategies that are specific to the Village. Strategies from that plan align with the goals/objectives found in this Comprehensive Plan.

WATER RESOURCES

Water resources play a multifaceted role in the Village, contributing to its economic prosperity, environmental health, recreational opportunities, and overall quality of life for residents and visitors.

Watershed

The Village is part of the Upper Door County Watershed, which includes the geographical area in the northern part of Door County where rainwater naturally drains into a network of streams and rivers, eventually flowing into Lake Michigan.

Groundwater

Groundwater is the sole source of potable water in the Village. Groundwater is promptly impacted by land use and various activities on the surface. The Village has a wellhead protection plan and wellhead protection requirements. Wellhead protection plans are developed to achieve groundwater pollution prevention measures within public water supply wellhead areas.

Surface Water

The Village is located along four miles of Green Bay shoreline, which was once a driver in the establishment of the Village and remains to be a significant resource, adding to the local economy and culture. The Village's location along the Green Bay allows for ample recreational opportunities and draws in thousands of visitors daily in the peak season. Besides the Green Bay, the Village contains no other sizable surface water features such as rivers, ponds, or lakes.

The bay is a key driver of the local economy for the Village and a major attraction for tourists and locals, offering opportunities for boating, fishing, swimming, and scenic views. This influx of visitors boosts the local economy, supports businesses, and drives demand for vacation rentals and second homes. The bay's waterfront location enhances property values and can be a catalyst for economic development. Waterfront properties are often highly desirable, which can lead to increased real estate activity and investment in the area.

The bay impacts local environmental planning and policies, and the Village must consider infrastructure and development limitations because of their waterfront location. Ensuring water quality and managing shoreline development are crucial for maintaining the health of the bay and protecting local ecosystems. The bay influences transportation planning, particularly regarding waterfront access and infrastructure. Roads like Bay Shore Drive provide scenic routes and connect the Village to the bay, supporting both local and visitor traffic.

Shoreland

Much of the shoreline has been developed with residential properties as well as boating access and parks. The shoreline provides opportunities for recreation within the Village, enhances the quality of life for all, and drives tourism.

Within it's boundary, there are two smaller bays off the Green Bay that add to the Village's charm, Sister Bay and Little Sister Bay. Both Bays have contributed greatly to the history of the Village. Little Sister Bay stretches .83 miles along the southwest shore of the Village and abuts part of Liberty Grove. The shoreline is predominantly covered with cobble and rubble over bedrock beaches, and there is some shelving bedrock in the offshore waters. Pebble Beach is located along Little Sister Bay. Sister Bay, on the other hand, entirely lies within Village's boundary and opens to the northwest. This 1.83-mile shoreline mainly consists of sand, gravel, and rubble beaches. This area supports sport fisheries and serves as a spawning ground for various fish species, contributing to the region's ecological diversity.

The Village owns and maintains public waterfront space, including the Sister Bay Marina, Waterfront Park, and Marina Park, all of which offer scenic views and an abundance of recreational opportunities and amenities. The Village also owns and maintains Pebble Beach which is located along Little Sister Bay.

ECOLOGICAL RESOURCES AND SENSITIVE AREAS

ENVIRONMENTALLY SENSITIVE AREAS

Environmentally sensitive areas (ESAs), or primary environmental corridors, represent naturally significant areas that should be protected from development. The need to protect environmentally sensitive areas is based on the concept that these resources are vital to the well-being of the Village and its residents. Disturbance of these areas degrades or eliminates natural processes that provide protection from localized flooding, as well as habitat protection and groundwater supply. Furthermore, alteration of these areas can impact the natural resources which contribute to the Village's character and the residents' quality of life. Some ecologically important environmental features are detailed below, and their location and extent are shown on Map 5.1.

Wetlands

Wetland data was found in the map was collected through the most recent update of the WDNR's *Wisconsin Wetland Inventory (WWI)* and includes a 50-foot setback to protect these vulnerable and incredibly important areas. The DNR defines the wetlands as areas near or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which have soils indicative of wet conditions. Wetlands tend to be in floodplains, lowland areas, and other places where water pools. Within the Village, there are approximately 86 acres of buffered wetlands within the Village.

According to the EPA, wetlands are important features in the landscape that provide numerous beneficial services for people and for fish and wildlife. Some of these services, or functions, include protecting and improving water quality, providing fish and wildlife habitats, storing floodwater, maintaining surface water flow during dry periods, and offering recreational opportunities. As the seasonal climate variation becomes more common, wetlands will play a crucial role in stormwater collection and flood mitigation, retention, and filtration. The Village has taken steps in preserving wetlands throughout its jurisdiction to help retain stormwater and mitigate flooding, thereby improving water quality.

Floodplains

FEMA designates floodplains and defines the 100-year floodplain as any area that has a 1% chance of flooding each year. Floodplains are lowland areas that provide stormwater retention areas after snow melt and rain events. There are approximately 10 acres of floodplain in Sister Bay along the shoreline.

Floodplains are regulated through the *Village of Sister Bay Floodplain Zoning Ordinance*. Adopted in 2024 and revised in 2025, this ordinance notes that uncontrolled development and use of the floodplains and rivers in the Village of Sister Bay would impair the public health, safety, convenience, general welfare, and tax base.

Steep Slope

Steep slopes are defined as slopes greater than 12%. There are approximately 35 acres of steep slopes in the Village. Steep slopes offer opportunities for unique plant and animal habitats while also providing recreational opportunities for humans. Special consideration must be made in these areas as development is difficult or impossible due to hazards and cost imposed by the slope conditions. The Village has a Bluff Protection Overlay and regulations in it's Zoning Code for steep slopes west of HWY 42.

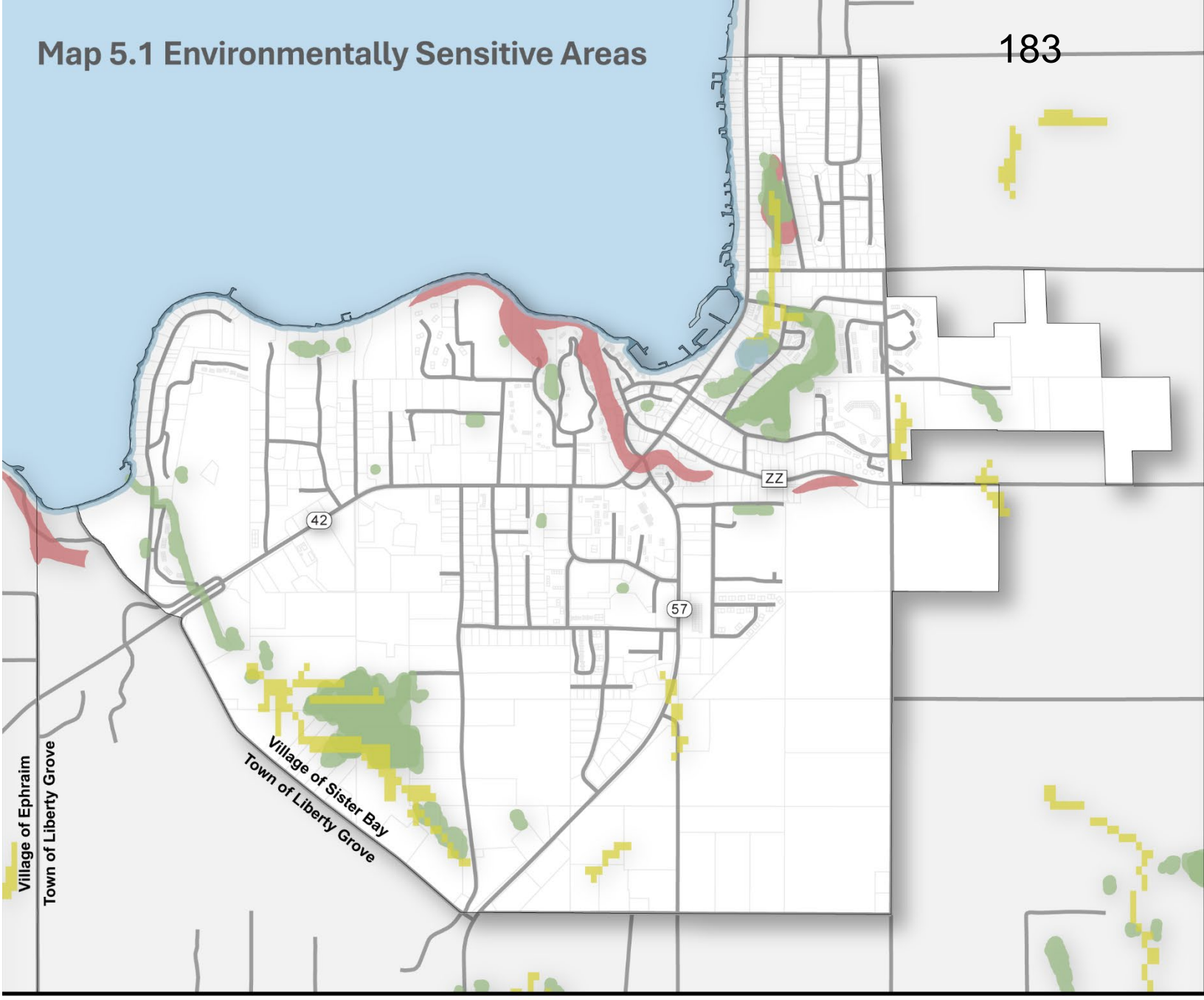
Surface Waters

Wisconsin has numerous surface water resources that require special protection to preserve them for future generations. NR 115 and 117 regulates shoreland and wetland setbacks for Wisconsin municipalities and counties as a 75-foot setback from the ordinary high-water mark for all structures and buildings, with a 35-foot vegetated buffer. These buffers are necessary to maintain the health of lakes and shorelines as they help to reduce erosion, prevent algae blooms, and the destruction of fish habitat by sedimentation. There are approximately 37 acres of buffered surface waters in the Village.

Vulnerable Ecosystems

Vulnerable ecosystems are areas of land or water that are particularly susceptible to disruption or degradation and often contain rare species or unique habitats, making them highly sensitive to human activities and environmental changes. The map shows data derived from the Wisconsin Wildlife Action Plan (WWAP) and the USGS Global Ecosystems Viewer. The environmental corridors dataset uses the WWAP ranking of ecosystem vulnerability: S1 Critically Imperiled, S2 Imperiled, S3 Rare or Uncommon. Aquatic, sloped, or floodplain ecosystems are not included because they are part of the primary environmental corridors. Of these categories, only S2 – Imperiled exists in Sister Bay in the form of Boreal Laurentian Bog/Boreal Rich Fen. There are approximately 34 acres of imperiled ecosystems in the Village.

Map 5.1 Environmentally Sensitive Areas



Environmental Corridors

Village of Sister Bay Comprehensive Plan

- Floodplain
- Surface Water
  with a 75 foot setback
- Wetland
  with a 50 foot setback
- Steep Slope
  greater than 12%
- Imperiled Ecosystem
  Boreal Rich Fen
- Municipal Boundary

N

0 0.25 0.5 1

Miles

Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2021, 2024.
Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

Forest/Woodlands

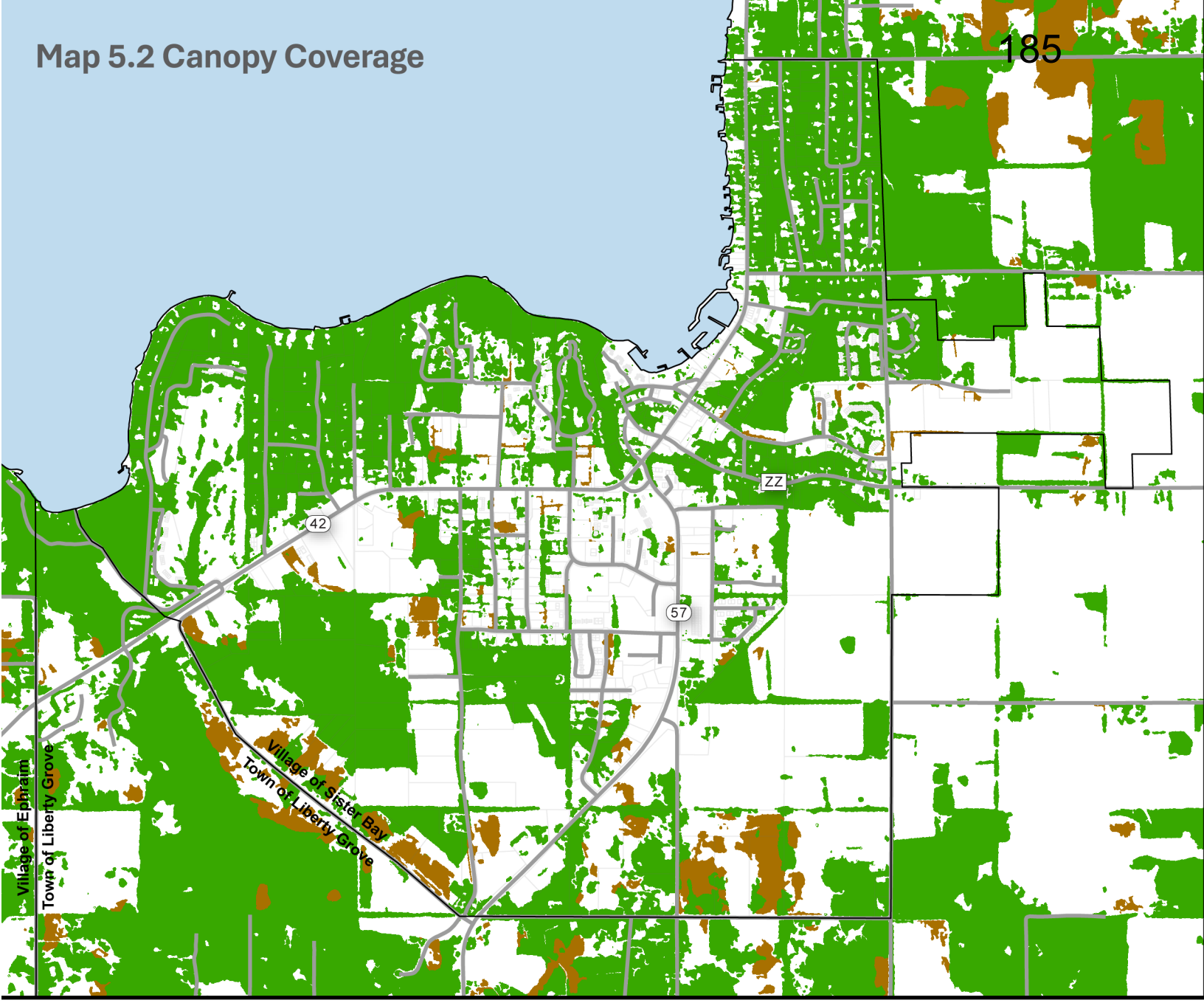
Multiple sources of tree canopy coverage were examined. Map 5.2, Canopy Coverage, on the following page displays tree and shrub/scrub canopy from the CCAP High-Resolution Land Cover (CCAP-HRLC) dataset published by NOAA in 2024. The CCAP-HRLC was collected at 1 meter resolution and is significantly more accurate for the local scale.

According to CCAP-HRLC, the Village has approximately 755 acres of tree canopy, and approximately 60 acres of shrub/scrub canopy. These translate to 49%, and 3% of total land area respectively. Though this is a significant increase since 2011, these differences could be explained in part by the data resolution, rather than by actual expansion of canopy area. Regardless of canopy growth, the Village has the least canopy by acreage of any Door County municipality, except for the Village of Forestville. The Villages of Ephraim and Egg Harbor have 2,000 (83%) and 909 acres (58%) of canopy coverage respectively.

Critical and Endangered Species

The County is home to several rare, protected, and endangered species, which also may be located within the Village and contribute to its rich biodiversity. The Village's unique northern coastal attributes provide sanctuary for species such as the Northern Long-eared Bat (Myotis Septentrianalis); the dwarf lake iris, an endangered wildflower; and the Hine's emerald dragonfly, a rare insect found in specific wetland areas. Additionally, the Village's waterfront supports various bird species, some of which are considered threatened or of specific concern. Conservation efforts are crucial to preserving these species, ensuring that the Village remains a haven for wildlife amidst environmental and developmental pressures.

Map 5.2 Canopy Coverage



Canopy Cover

Village of Sister Bay Comprehensive Plan

- Forested Tree Canopy
- Shrub/Scrub Canopy
- Municipal Boundary
- Road

N

0 0.25 0.5 1

Miles

Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; NOAA, 2024; Bay-Lake RPC, 2024.
Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

ISSUES AND AREAS OF CONCERN

The ecosystems of Lake Michigan, Green Bay, and the West Shore wetlands have changed dramatically in a short period of just a few years in recent decades. Conservation plans must be highly adaptive, coordinated, and integrated. Some of the areas of concern within the Village's natural landscape are mentioned under the climate risk section at the beginning of this element. Others include:

Shallow-Depth to Bedrock: Silurian dolomite is a fractured and calcareous bedrock found throughout the Village. When coupled with the thin soil layer found throughout the county, it creates high potential for both groundwater and surface water contamination from land-use activities, especially the disposal of human wastewater and dairy manure.

Runoff: stormwater runoff and other issues that can impact water quality, natural ecosystems, and public health. Impervious surfaces, thin soil layer, and steep slopes and topography all contribute to runoff which can impact water quality, cause erosion and sedimentation, and lead to flooding.

Shoreline Erosion: Wave action and water levels, soil and geology, storm events, and human activity all contribute to shoreline erosion. The Village, like other communities in Door County, is taking steps to manage shoreline erosion through a combination of engineering solutions, land use policies, and environmental restoration.

Development Pressure: Increasing development, skyrocketing land prices, and increasing recreational pressure on a limited land base are placing serious constraints on conservation efforts on the Door Peninsula.

Pollution: Pollutants in Green Bay have created serious management problems, especially for fish and fish-eating birds, and by extension, potentially for humans. The shallow soils and fractured bedrock of the Door Peninsula makes sustainable development and water management challenging and expensive.

Invasive Species: Invasive species pose a threat to both terrestrial and aquatic ecosystems. The rapid spread of invasive species over the past several decades has overwhelmed communities and is exacerbated by the large number and high mobility of visitors (including tourists, and commercial ships from other parts of the world), especially to the Door Peninsula.

Fluctuating Lake Michigan Water Levels: Fluctuations in lake levels, driven by climatic variations and seasonal changes, can lead to shoreline erosion, affecting local ecosystems and infrastructure. High water levels may result in flooding, damaging properties and roads, while low levels can expose underwater hazards and reduce access for boats, impacting tourism and fishing industries. Consequently, Village residents must continuously adapt to these changes to protect the environment and sustain the Village's economy and lifestyle.

Habitat Loss and Fragmentation: As the Village develops, natural habitats for wildlife can become fragmented or degraded. This is caused by an increase in residential and commercial development encroaching on woodlands, wetlands, and natural corridors as well as by the removal of native vegetation for landscaping or construction.

HISTORICAL AND CULTURAL RESOURCES

The Village is rich in cultural and historical resources that reflect its heritage, sense of community, and identity as a unique destination. The Sister Bay Historical Society, 10310 Fieldcrest Rd, works to preserve the Village's history and maintain historical sites, such as the Corner of the Past and the Old Anderson House Museum which include a collection of artifacts and exhibits. Below is an overview of its key cultural and historical resources.

NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

The National Register of Historic Places is the Nation's official list of historic places worthy of preservation. The State Register is Wisconsin's official list of state properties determined to be significant to Wisconsin's heritage. Both registers include buildings, sites, districts, structures, and objects that are significant in national, state or local history.

The 1989 Comprehensive Plan Update identified three structures within the Village's planning area of historical importance. Today, the Jischke's Meat Market is the only site listed on the National Register of Historic Places within the Village. Located at 2378 Maple Drive, this historic building was added to the National Register of Historic Places in 1986 and is currently occupied by a bed and breakfast and a restaurant.

The Village's cultural and historical resources are integral to its character, drawing residents and visitors alike. Efforts to celebrate and preserve these resources will continue to shape the Village's identity for generations to come.

CULTURAL IDENTITY

The Village's identity is deeply tied to its Scandinavian roots, evident in local traditions, food, and festivals. Many structures in the Village reflect Scandinavian architectural styles, a nod to the cultural heritage of the early settlers. The Village's waterfront, parks, and historic downtown contribute to its cultural identity as a welcoming, scenic Village. Furthermore, local focus on preserving open spaces, walkability, and public access to the shoreline strengthens the connection between residents and the land.

FUTURE OPPORTUNITIES FOR CULTURAL AND HISTORICAL RESOURCES

The Village's cultural and historical resources are integral to its character, drawing residents and visitors alike. Efforts to celebrate and preserve these resources will continue to shape the Village's identity for generations to come. However, there are additional opportunities that the Village could take part in to further promote it's historic and cultural heritage.

Heritage Tourism: Developing more tours, exhibits, and educational programs focused on the Village's history and Scandinavian culture.

Art and Cultural Programs*:* Expanding support for local artists, galleries, and events to enhance the Village's reputation as a creative hub.

Historic Preservation Initiatives: Encouraging restoration and adaptive reuse of older buildings to maintain the Village's historic character.

GOALS/OBJECTIVES

Natural Resources Goal: To provide a safe, clean, orderly, and sustainable natural environment for the Village of Sister Bay.

Objectives:

- Reduce sprawl and segregation of land uses that could result in the inefficient use of land, excessive infrastructure, construction and maintenance costs, and increased negative impacts on air, water quality and green space.
- Plan development adjacent to the bay, streams and wetlands carefully. The burden of proof shall be on the developer. The developer needs to prove that no negative results on the adjoining bay, streams, or wetlands take place. If this cannot be determined, the development shall not occur.
- Preserve the natural beauty and features of the Niagara Escarpment, low lying bluffs, bay, tree canopy, parks and vistas.
- Preserve groundwater supply and protect the water quality by limiting the number of in-ground sanitary systems and managing land uses in the wellhead protection zone.

Agricultural and Open Space Development/Preservation Goal: To provide an aesthetically pleasing, relaxing, community that also offers a healthy lifestyle.

Objectives:

- Preserve and create environmental corridors which screen developed areas and provide for the integration of natural habitat into the Village.
- Set aside open space in the Village to be maintained for the preservation of natural areas and wildlife habitat.
- Advocate for open spaces and manage public open spaces in the Village as valuable assets in the community and enhance the aesthetics of the Village.
- Identify areas recommended for open space preservation on the General Plan Design.
- Designate and protect critical surface water recharge areas for replenishing groundwater.
- Support community and urban gardens, and other sustainable opportunities accessible by foot or bike to encourage a healthier lifestyle.

Parks and Recreational Lands Goal: To ensure residents have multimodal access to recreational sites and physical activities for all ages, abilities and interest groups.

Objectives:

- Maintain recreational sites and trails accessible to pedestrians or bicyclists of all physical abilities.
- Utilize identified environmental corridors for public parks and recreational use.
- Require large developers to develop or contribute to the development of recreational amenities.

Historic and Cultural Sites Goal: To preserve the Village's historic and cultural locations and structures to maintain community character and enhance the resident and visitor experiences.

Objectives:

- Preserve the Village's historic and cultural locations and structures.
- Tie these locations to recreational sites and trails to further enhance access to community assets, where appropriate.
- Bring awareness to the Village's history and cultural development through educational amenities and initiatives.

UTILITIES AND COMMUNITY FACILITIES

The Utilities and Community Facilities Element focuses on the planning and provision of essential services and facilities within the Village to support residents, businesses, and institutions. This element addresses the infrastructure and amenities necessary to support the well-being, safety, and functionality of the Village. Map 6.1 at the end of this chapter shows the location of government, health, and educational facilities.

CURRENT INFRASTRUCTURE AND FACILITIES

Municipal Buildings

The Village's administration building is located at 2383 Maple Drive and contains Village staff offices. The Village Hall is located at 10693 North Bay Shore Drive and serves as a multipurpose facility for public and private events. The Village has outgrown its administrative building and is looking to construct a new administrative building that better meets operational needs and that can accommodate staff, meetings, and storage. The new building would ideally accommodate up to 75 people and include a secure voting registration area and ballot storage space. The Village is also planning to renovate the Village Hall into a community space.

Postal Service

The United States Postal Service (USPS) operates in a Village owned building located at 10685 North Bay Shore Drive, adjacent to the Village Hall and Waterfront Park. USPS has outgrown the building it is currently leasing from the Village. This has led to discussions by the Village Board about the future of the USPS location. The Village Facilities Plan has recommended that a new post office be built next to the library at the former Parks Maintenance Facility site.

Library

The Door County Library – Sister Bay/Liberty Grove is located at 2323 Mill Road and is one of seven library branches in the county. The library contains community meeting rooms that may be used for programs sponsored by governmental units, non-profit organizations, community services agencies, and others. The library may be used by all.

Village Marina

The Sister Bay Marina is located at 10733 North Bay Shore Drive, adjacent to Waterfront Park along Bay Shore Drive. There are four launch ramps and 150 boat slips, 40 of which are available to transient boaters. Additional information about the marina can be found in the Transportation section.

Public Works

The Village's Public Works department manages multiple facilities and parks that lie within the Village limits. The Village is reconstructing the Parks Maintenance building that is currently located at 2313 Mill Road. The Door County Highway Department has a satellite location in the Village and provides maintenance, snow and ice control, design, and construction of the County Trunk Highways. The county department also works with local towns and Villages to provide services to local roads.

PUBLIC SAFETY, HEALTH, AND WELFARE

Police Services

Police protection is provided by the Door County Sheriff's Department located at 1201 S Duluth Avenue in Sturgeon Bay.

Emergency and Fire Services

Fire protection and Emergency Response services are provided by the Sister Bay and Liberty Grove Fire Department located at 2258 Mill Road. The volunteer fire department was established in 1930 and serves the Village and surrounding area in Northern Door County. As part of Door County Emergency Services, the department offers tours to the public and operates two ambulances, Med 5 and Med 6.

Healthcare

The Door County Medical Center Sister Bay Clinic and Rehab Facility, located at 2345 Canterbury Lane, opened in 2023 and provides family medicine, rehabilitation services, as well as specialty care services. The clinic also includes a laboratory and diagnostic image capabilities. The nearest critical access hospital is Door County Medical Center's Emergency Department located in Sturgeon Bay.

Adult Care

The Village is the home of two long-term care and elder care facilities. These include Serenity Springs (former Scandia Village), located at 10560 Applewood Road, and Hearthside located at 10536 Fieldcrest Road.

UTILITIES

Municipal Water System

The Village is committed to providing clean drinking water to all its residents and to the customers of the Village's Water Utility. The municipal water system plays a critical role in supporting the Village's residential, commercial, and tourism needs.

The Village sources its drinking water from groundwater via three municipal wells. In addition to the three wells, the water distribution system operates with one elevated storage tank, one standpipe, two pressure zones, one high-lift station, one inline booster station, and the water distribution system. Treatment consists of disinfection via chlorine gas and sodium hypochlorite. The water supply system for Sister Bay was approved in 1972 and initially included two wells, a booster station, and a reservoir. In 1982, the Wisconsin Department of Natural Resources approved an expansion of Sister Bay's water supply into Liberty Grove Sanitary District No. 1, with each entity owning their respective distribution system. Except for the booster pumps at Well 3 and the distribution mains and meters in the Liberty Grove Sanitary District No.1, the water system is owned by the Village of Sister Bay. The entire water system is operated by the Village of Sister Bay under a 40-year agreement dated Aprill 11, 1979, that was renewed in 2012 for a 25-year term.

The wells have a storage capacity of 101,800 gallons in the standpipe and 150,000 gallons in the water tower. Peak consumption is 498,000 gallons per day, while the average consumption of water in the winter is 130,000 gallons per day and 340,000 gallons per day in the summer.

The Village ensures compliance with the Safe Drinking Water Act (SDWA) standards, regularly monitoring for contaminants such as nitrates, bacteria, disinfection byproducts, and other pollutants. However, the area's thin soil layer and fractured dolomite bedrock increases the risk of groundwater contamination from surface activities, making routine monitoring essential. Furthermore, the Village established a Zoning Ordinance in 1973 which includes requirements to control and prevent pollution of water and a Wellhead Protection Ordinance was adopted in 2000 and amended in 2012 to include Liberty Grove. The Village's Municipal Code was updated in 2010 to incorporate management zones and create overlays with the Village zoning map.

Private wells, although not part of the public water supply, are also available to serve residents within the Village, if private well permitting requirements are met. The Village currently has 103 private wells within the water distribution system's service area. Due to Door County's high risk for groundwater contamination, the County has requirements in place that are above and beyond the typical state requirements for well-drilling in place, such as additional casing requirements.

Sanitary and Storm Sewer

In 1990 the Wastewater Treatment Facility located at 2124 Autumn Court was constructed to provide wastewater treatment service for the Village of Sister Bay, the Town of Liberty Grove and the Town of Liberty Grove Sanitary District No. 1. The Wastewater Treatment Facility operates an activated sludge treatment process, which replaced the lagoons that were constructed in the 1970s. The facility is designed to receive 0.7 million gallons per day of influent from the Village and Sanitary District No. 1 collection systems, as well as holding tank and septage tank waste.

Typically, the Wastewater Treatment Facility receives around 0.1 million gallons per day in the winter, and 0.4 million gallons per day in the summer. From 2018 to 2024 the Village has added 190 new utility customers with an average of 31.6 new utility customers per year. Currently, the Village has the capacity to assume more customers and has back-up power sources at lift stations to help prevent sewer back-flow flooding. The Wastewater Treatment Facility does not have its own sludge disposal system, with the Village currently relying on outside sources for further sludge processing and disposal, increasing operational costs of the facility. Historically, the sludge produced by the facility was hauled to Sturgeon Bay Utilities for further treatment and disposal. In 2025, due to the aging infrastructure and aging solids handling equipment in operation at the Sturgeon Bay Wastewater Treatment Facility, the Village secured approval to bring the sludge produced to NEW Water in Green Bay.

Electrical and Natural Gas

Most electric power for the county is transmitted along high voltage electric transmission lines owned and operated by the American Transmission Company. Propane providers that serve Sister Bay include Door County Cooperative, Milton Propane, and Ferrellgas.

According to the *Door County Hazard Mitigation Plan 2022-2026*, the Village is to encourage utility companies and development firms to bury power lines in new developments or when upgrades are made to existing lines or rapidly growing trees near power lines.

Telecommunications and Broadband

Broadband connectivity is critically important to the Village and county for several reasons ranging from economic development to quality of life. Many businesses rely on broadband for e-commerce and day-to-day operations. Additionally, with the rise of remote work, reliable internet attracts professionals and entrepreneurs who can work from anywhere. The same goes for remote learning in schools as broadband is essential for students accessing online classes, completing assignments, and participating in virtual learning opportunities. The local economy is heavily dependent on tourism, and visitors increasingly expect high-speed internet for booking accommodations, planning activities, and staying connected while traveling. Lastly, broadband enables residents to access telehealth services without having to travel long distances, which is critical for the area given the limited number of health facilities and specialists in the county.

Residents and businesses have access to various internet service providers offering options such as cable, DSL, and satellite internet. Fiber optic services are also available in some areas, providing high-speed internet for better connectivity. Some public parks, municipal buildings, and businesses provide free public wi-fi. The Village is working on a fiber optic project in 2025 and looking to provide public wi-fi in public spaces.

Major cellular carriers provide coverage in Village, though signal strength and service quality can vary. Coverage is generally good in the Village and surrounding areas, but weaker signals are experienced at the height of the tourist season.

Garbage Collection and Recycling

The Village currently contracts with Going Garbage to provide garbage & recycling services for property owners in the Village.

EDUCATION FACILITIES

Childcare

The Northern Door Children's Center provides childcare to Village residents and surrounding communities. The center is located at 10520 Judith Blazer Drive. Childcare centers outside of the Village or private in-home centers are also available to provide childcare.

School District

The Village is within the Gibraltar Area School District. The district consists for three facilities for public education including:

- Gibraltar High School (grades 9-12)
- Gibraltar Middle School (grades 6-8)
- Gibraltar Elementary School (PK, K-5)

Higher Education

The Northeast Wisconsin Technical College (NWTC) has a Learning and Innovation Center located at 2438 S. Bay Shore Drive. The facility provides training and business development. Community members can also use the space for meetings, classes, training, and the commercial kitchen.

PARKS AND RECREATION FACILITIES

The Village is well known for its park and recreation spaces such as Waterfront Park that sees thousands of visitors each summer, or the Sports Complex that caters to residents year-round. Each park is unique in what it offers and the types of recreational facilities available. The Village strives to provide quality outdoor recreational spaces for all ages and abilities. The Village owns and maintains seven public parks and natural spaces that amount to 43 total acres.

VILLAGE PARKS AND NATURAL AREAS

- Waterfront Park
- Marina Park
- Sister Bay Sports Complex
- Pebble Beach
- Mill Road Natural Area
- Spring Road Natural Area
- Gateway Park

RECREATIONAL FACILITIES

- Beach (Waterfront Park)
- Pavilion (Waterfront Park)‘
- Information kiosk (Gateway Park)
- Ice rink (located at the Sports Complex)
- Dog park (located at the Sports Complex)
- Community garden (located at the Sports Complex)
- Sledding hill (located at the Sports Complex)
- Two Soccer Fields (located at the Sports Complex)
- Two ball fields (located at the Sports Complex)
- Disk Golf Course (located at the Sports Complex)

Pebble Beach was recently acquired in partnership with the Door County Land Trust to protect 17 acres of forested land and 600 feet of natural shoreline. The Sister Bay Sports Complex contains many facilities and amenities that allow for year-long use including an ice rink, sledding hill, dog park, and community garden. The Village would like to expand and relocate the dog park and create an urban garden. For more information about the Villages Park and Recreation, see the *Village of Sister Bay Comprehensive Outdoor Recreation Plan*.

GOALS AND OBJECTIVES

Goal: To balance growth with the cost of providing quality public and private utilities and community facilities; protect ground and surface water; support programs that monitor on-site wastewater treatment systems; plan for the cost-effective treatment of waste as growth occurs; and participate in programming that encourages recycling.

Objectives:

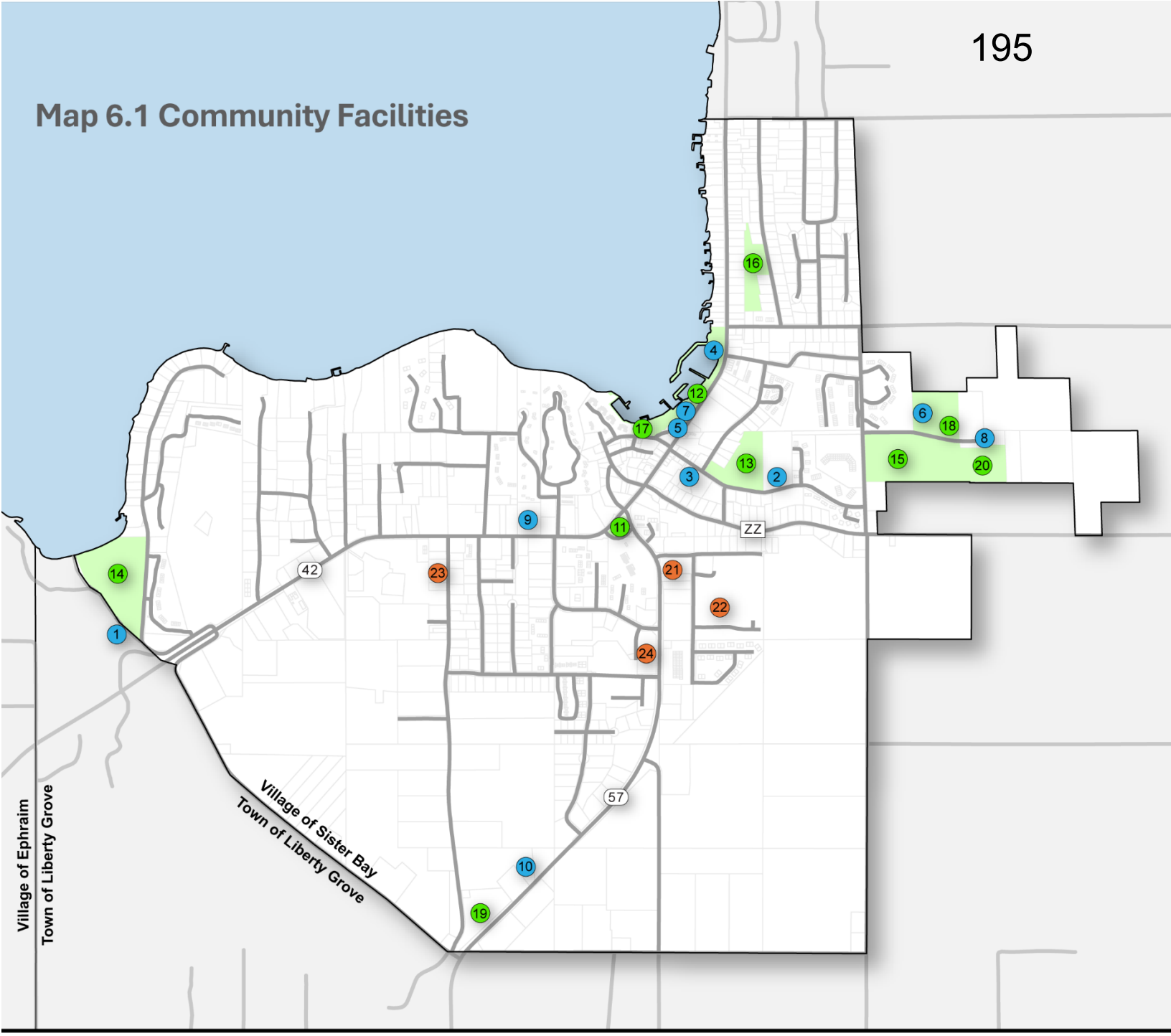
- Provide well planned, cost-effective safe drinking water and wastewater systems.
- Establish a waste disposal plan for future growth which will be cost effective, efficient and non-damaging to the environment.
- Support power and telecommunication infrastructure to promote the controlled growth of Sister Bay.
- Promote alternative energy sources compatible with the character of the Village.
- Require power distribution lines and telecommunication conduits to be buried to preserve the beauty of the Village, while also minimizing service disruptions.
- Support emergency service telecommunications that result in enhanced safety and emergency service.

Goal: Work collaboratively with the county and neighboring jurisdictions to provide adequate police, fire, and emergency medical services for all citizens and visitors in the Village.

Objectives:

- Continue supporting the presence of and staffing of a fire station and fire department; increasing the amount of water available to fight fires; manage development so buildings are accessible by fire response vehicles and equipment.
- Support efforts by law enforcement to maintain order and protect persons and property.
- Encourage the use of area health care facilities and services.
- Promote the development of and use of independent and inter-connected multi-jurisdictional trail networks and other physical fitness opportunities to improve health.
- Coordinate with other local jurisdictions to develop affordable and accessible modes of transportation for citizens so they have access to local health care services.
- Support initiatives to help senior citizens age in place to be able to live in their home longer and have a healthier lifestyle and minimize dependence on long-term healthcare.

Map 6.1 Community Facilities



Community Facilities

Village of Sister Bay Comprehensive Plan

(#) Government/Municipal
1. Cemetery
2. Fire Station
3. Library
4. Marina
5. Post Office
6. Public Works
7. Village Hall
8. Wastewater Treatment Plant
9. Technical College
10. County Highway Garage

(#) Community Parks
11. Gateway Park
12. Marina Park
13. Mill Road Natural Area
14. Pebble Beach
15. Sports Complex
16. Spring Road Natural Area
17. Waterfront Park
18. Dog Park
19. Historical Society
20. Community Garden

(#) Health and Childcare
21. Medical Clinic
22. Assisted Living
23. Community Residential Facility
24. Children's Center

N

0 0.25 0.5 1

Miles

Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2024.
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LAND USE

Land use planning plays a pivotal role in shaping the Village's growth, character, and sustainability. The Village faces unique opportunities and challenges tied to its natural beauty, cultural heritage, and role as a popular destination for residents and visitors. As the Village continues to attract new residents, businesses, and visitors, thoughtful land use planning will be essential to maintaining the Village's distinctive identity and charm while fostering a vibrant and resilient future.

The Land Use Chapter serves as a foundation for guiding the Village's physical development over the next 20 years while balancing economic growth, environmental stewardship, community needs, and the preservation of its unique small-town charm. This chapter includes an inventory of existing land use, the Village's long-term vision for future land use, and relating goals and objectives.

EXISTING LAND USE

The Existing Land Use section provides a snapshot of current land use patterns in the Village, offering an understanding of how land is utilized for residential, commercial, industrial, agricultural, recreational, and other purposes.

INVENTORY OF EXISTING LAND USES

The Village's existing land use reflects its unique position as a picturesque, waterfront community in Door County. The land use patterns in the Village have been shaped by its historic development as a tourism destination, its proximity to Green Bay, and its natural features, including the Niagara Escarpment and waterfront access.

An inventory of existing land uses was compiled through analysis of 2024 aerial imagery and Door County Tax Parcel GIS data. The inventory was reviewed by the Village Plan Commission in Fall 2024. The table to the right is an inventory of the Village's 1,752 total acres by land use type, which is also visualized in Map 7.1.

Figure 7.1 Existing Land Use

Land Use	Total Acres	Percent of Total
Woodlands	372	21.3%
Residential	343	19.6%
Agriculture	284	16.2%
Natural Area	195	11.1%
Multi-Family	176	10.0%
Commercial	118	6.8%
Open Lands	81	4.6%
Institutional/Government	68	3.9%
Right-of-Way	66	3.7%
Parks and Recreation	43	2.5%
Transportation	4	0.2%
Communication/Utilities	2	0.1%
Total	**1,752**	**100.0%**

Source: Bay-Lake Regional Planning Commission, 2024

LAND USE CATEGORIES

An overview of the primary existing land uses within the Village can be found below and on the following pages.

Woodlands – 372 Acres

Making up the greatest percentage of land within the Village, woodlands include forested areas, privately-and publicly owned forest land, woodland riparian buffers, wooded natural areas, and undeveloped wooded land.

Residential – 343 Acres

Making up the second greatest land use within the Village, residential land use consists of single-family residential homes. The majority of the Village's residential areas consist of single-family homes. These are located in established neighborhoods, many of which are situated on tree-lined streets near the downtown area or along the waterfront.

Agricultural – 284 Acres

While agriculture is less prominent within the Village limits compared to surrounding areas in Door County, small parcels of agricultural land exist on the outskirts. These lands are used for hobby farming, orchards, and other small-scale operations.

Natural Area – 195 Acres

Natural areas include lands with unique environmental features and those managed for their ecological value. These undeveloped areas of the Village provide open space, wildlife habitat, and scenic beauty, contributing to its appeal as a tourism destination.

Multi-Family – 176 Acres

Condominiums, apartments, and townhouses are concentrated in specific areas to provide housing options for seasonal residents, retirees, and the local workforce.

Commercial – 118 Acres

The Commercial Land Use consists of the downtown core and highway corridor which both support tourism-oriented businesses. The Village's downtown area is a hub of activity, with a mix of retail shops, restaurants, cafes, and galleries catering to both residents and tourists. The highway corridor area is pedestrian-friendly and features access to the waterfront. Commercial uses extend along Highway 42, which serves as a major route through Sister Bay. This area includes gas stations, lodging, grocery stores, and other services for locals and visitors. Many commercial properties in the Village cater specifically to the tourism industry, including boutique shops, art galleries, resorts, and marina.

Open Lands – 81 Acres

This land use category includes privately or publicly owned vacant and unused land with no current use but may have potential for future development or conservation. Typically, these spaces are not ecologically significant or managed for biodiversity.

Institutional/Government – 68 Acres

This category includes properties and facilities owned or operated by governmental or public institutions, serving the community's administrative, educational, religious, and public service needs. Examples of land uses in this category include the post office, wastewater treatment facility, library, and Village Hall.

Right of Way – 66 Acres

The Right-of-Way (ROW) land use category includes land that is dedicated to transportation and utility corridors. These areas are crucial for the movement of people, goods, and services and for the placement of essential public infrastructure. This category includes public roadways and streets, as well as non-motorized transportation facilities including sidewalks and bicycle and pedestrian trails. In most

cases, ROW land is publicly owned or controlled through easements to ensure its accessibility for transportation and utility purposes.

Parks and Recreation – 43 Acres

The Village is well-known for its parks, including Sister Bay Waterfront Park, which features a beach, pavilion, playground, and recreational facilities. Other parks provide opportunities for hiking, picnicking, and outdoor gatherings.

Transportation – 4 Acres

The Transportation land use category includes land and infrastructure that supports the movement of people, goods, and services. This category includes private roads and parking areas.

Communication and Utilities – 2 Acres

This category includes land and properties utilized for communication and energy distribution, such as telecommunication towers, antennas, natural gas facilities, or related equipment.

DEVELOPMENT CONSIDERATIONS AND FUTURE LAND USE NEEDS

This section considers projected population growth, housing needs, economic trends, and community priorities while emphasizing sustainability and preservation of natural resources. It identifies opportunities for redevelopment, infill development, and expansion in ways that enhance the Village's character, provide for necessary infrastructure, and support a balanced mix of land uses. Wisconsin statutes require comprehensive plans to include projections for future residential, commercial, industrial, and agricultural land areas in the community over the 20-year planning period. The following summarizes limitations to land use and future land needs.

DEVELOPMENT CONSIDERATIONS

Limited Land Availability and Supply of Vacant Land

As a small, established community, the Village has limited land available for new development. This creates pressure to balance infill development, redevelopment, and conservation efforts.

As detailed in the existing land use portion of this plan, vacant sites for future development are limited and the Village has been mindful of preserving its vital environmental features, woodlands, and agricultural lands. Over the 20-year planning period, the supply of suitable vacant lands will need to be monitored thoroughly.

Environmental Sensitivities

The Village contains a significant amount of Green Bay shoreline, the Niagara Escarpment, natural areas and property that is under easement by the Door County Land Trust. The Village has increasingly been impacted by coastal hazards such as Lake Michigan/Green Bay water level fluctuation, ice heaves, and wave action. Over the years, the Village has taken measures recently to restore and improve several of its coastal areas including beach improvements and shoreline protection. Furthermore, the Village's location along Green Bay and its thin soil over fractured dolomite bedrock creates challenges related to development and construction, groundwater protection, stormwater management, and maintaining scenic natural features.

Over the next 20 years, considerations should be placed on planning for environmental concerns such as fluctuating water levels, coastal hazards, resiliency, and sustainability. As the Village continues to thrive as a major tourist destination, attributes including ecotourism, agritourism, and geotourism, should be areas of emphasis as the Village determines growth and preservation over the next two decades. These features not only add significantly to the aesthetic appeal of the Village, but they also provide important cultural, ecological, and environmental functions.

Seasonal Fluctuations

Land use patterns are significantly influenced by seasonal fluctuations in population and activity. During the summer, the Village experiences a dramatic increase in visitors, which affects housing, transportation, and commercial activity.

Housing

As referenced in the Demographics and Housing Element, the community survey indicated that the Village has a long-standing issue with housing shortages. Over the 20-year planning period, the Village should explore a broad range of housing options that meet the needs of all income levels and age groups, the local workforce including seasonal J-1 student population, and persons with special needs. Housing diversity occurs when there is a broad range of available housing types, such as condos, townhomes, apartments, and different sized single-family homes, offered at a variety of price levels. Housing diversity helps to serve the needs of everyone in a community.

Tax-Incremental Districts

The Village has two Tax-Incremental Finance (TIF) Districts, one of which was established in 2008 and the other in 2018. The maximum life of TIF District One is August 2028 and TIF Two is May 2038. Development continues to take place within each TIF and the TIFs are located in growing areas off the state highways with established commercial areas. The Village has the ability to expand sewer and water to underserved areas not currently served. The Village also does not offer incentives, which is something that should be reviewed should development be stagnant. The Appendix contains maps of the TIF District locations.

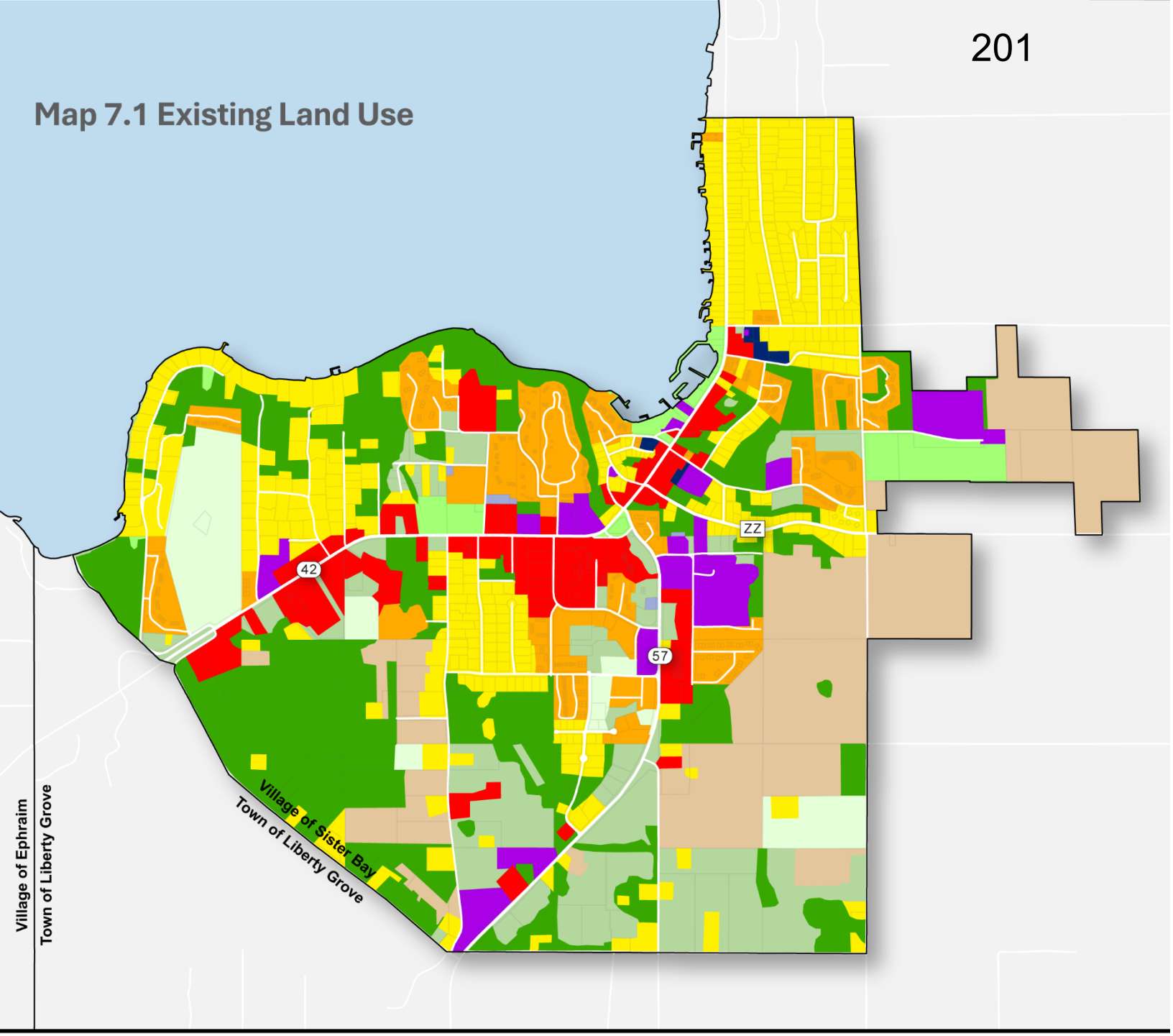
Future Land Use Needs

As noted earlier in this plan, the Village is expected to gain population, which differs from the county, surrounding communities, and the state. The Village must accommodate for this increase of residential population through services, utilities, and infrastructure. Furthermore, there has been an increase in seasonal tourism and seasonal population growth in recent years as the Village continues to attract visitors and gain popularity as a charming and beautiful community. The Village should balance population growth with maintaining its natural beauty and environment. When considering this growth, the Village should identify adjacent areas that may be annexed in the future to support residential and commercial growth. The Village adopted cluster subdivision regulations in 2024 to concentrate growth in specific areas while preserving open space and natural resources.

Housing is needed throughout the Village to accommodate for the increase in population, both residential and seasonal. Workforce housing is necessary to accommodate local workforce shortages during peak seasons. Furthermore, the Village must ensure the availability of housing, services, and resources to accommodate for its growing and aging population.

The preservation of the waterfront and natural features is particularly important for the Village. New developments should be handled carefully and encouraged where existing developments have already occurred. The Village has available vacant/open properties located within agricultural land areas but contamination from pesticides and fertilizers is common given the shallow-depth to bedrock. Caution should be taken when dealing with revitalization projects to retain the Village's character.

Map 7.1 Existing Land Use



Existing Land Use

Village of Sister Bay Comprehensive Plan

- Agricultural
- Commercial
- Communication/Utilities
- Institutional/Government
- Parks and Recreation
- Multi-Family
- Natural Areas
- Open Lands
- Residential
- Right-of-Way
- Transportation
- Woodlands
- Municipal Boundary

N

0 0.25 0.5 1

Miles

Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2024.
Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

FUTURE LAND USE

The creation for the Village's future land use plan for the 20-year period was developed by the Village Plan Commission over the course of multiple meetings. The land use plan was based on existing residential, commercial, and business uses, and the general development trends and patterns in and around the Village. When identifying where future developments are encouraged, the impacts to existing utilities and facilities such as roads, sewers and water, and emergency services were discussed. Additional planning considerations included areas where lands would be difficult to develop or are unique to the community, such as floodplains, wetlands, and coastlines. Figure 7.2 below shows the future land use categories by average and percentage of the total land area. Map 7.2 on the following page shows the extent and location of each land use.

CHANGES IN FUTURE LAND USE

The definition of each category remained the same from the existing land use section, therefore it is relatively easy to see the changes in land use that the Village is anticipating for the next 20 years.

Additional housing has been mentioned throughout this plan and earlier identified as a future land use need. The future land use plan has accommodated this need, increasing land available for residential and multi-family by 449 total acres. Single-family residential is estimated to make up nearly half of the Village's land mass within the next 20 years while multi-family will make up 12%. Land uses that will have been depleted to account for this substantial increase in residential lands primarily include agricultural, natural areas, and open lands.

Figure 7.2 Future Land Use

Land Use	Total	Percent
Residential	762	43.5%
Woodlands	218	12.4%
Multi-Family	206	11.8%
Commercial	207	11.8%
Institutional/Government	90	5.1%
Right-of-Way	74	4.2%
Parks and Recreation	54	3.1%
Natural Area	53	3.0%
Open Lands	50	2.8%
Agriculture	34	1.9%
Transportation	4	0.2%
Communication/Utilities	2	0.1%
Total	**1,752**	**100%**

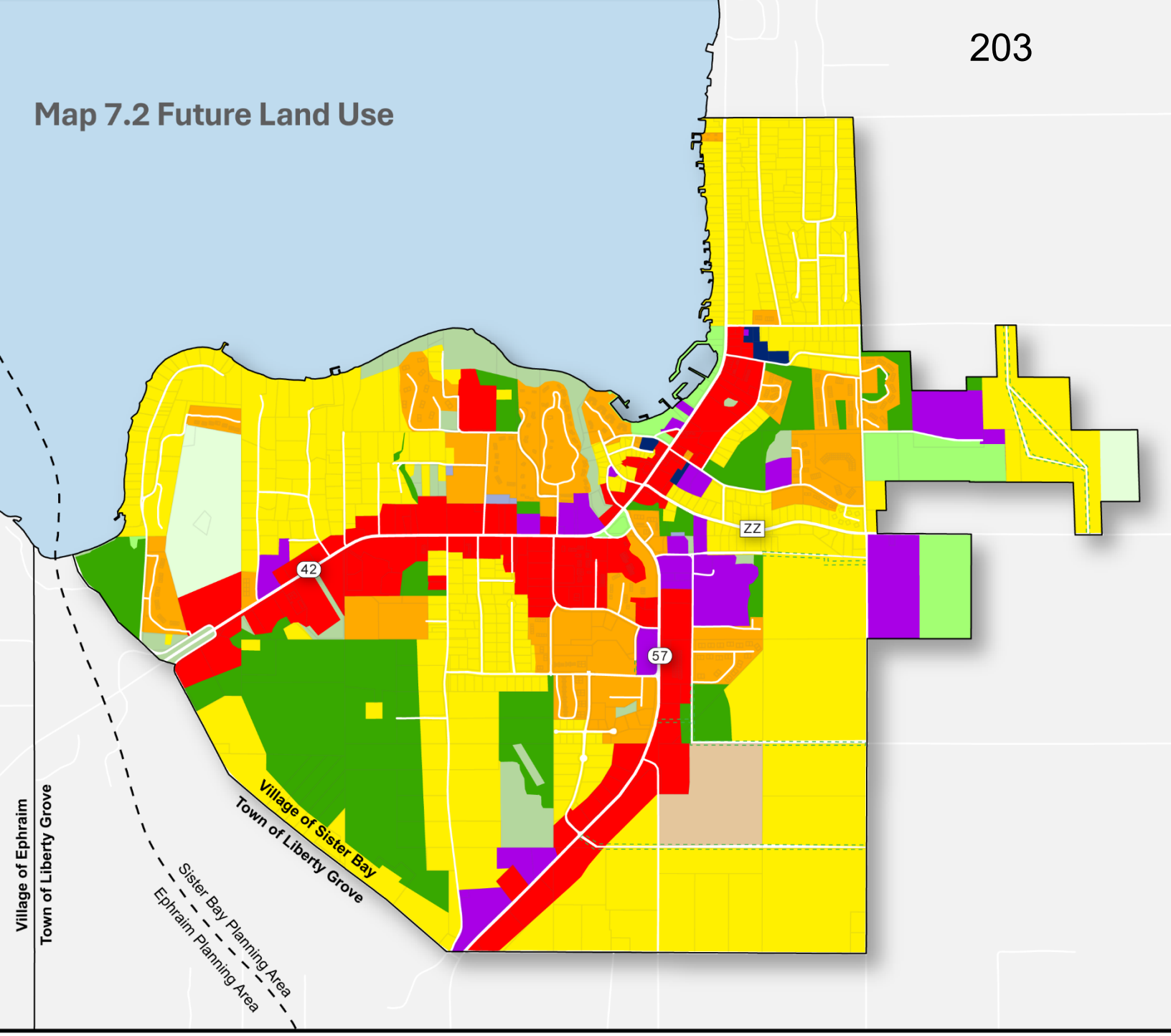
Source: Bay-Lake Regional Planning Commission, 2024

The Village's agricultural land is planned for different use if the Future Land Use Plan remains how it was established for this plan. In 2024, agricultural land made up the third highest percentage of total land with 284 acres, 16% of the Village's land mass. In the next 20 years, it is projected that 250 acres of the Village's existing agricultural land will be used for residential, commercial, and institutional needs.

The Village has made strides to protect its wooded and forested lands. Woodlands covered the greatest amount of land within the Village in 2024 as shown in the Existing Land Use table. However, over the next 20 years, the Future Land Use Plan projects the elimination of 155 acres of forested land. Furthermore, natural areas will decrease by 142 acres. It is assumed that these forested lands will remain somewhat but also be depleted to make room for additional housing and commercial development.

The Village's TIF districts will see continued development as the commercial land use category is projected to grow by 89 acres over the course of the next 20 years. Additionally, the Village has been planning for improvements to multiple Village-owned and maintained buildings and therefore, the institutional/governmental land needed to host these improvements will increase to 5% of the Village's total acreage, taking from the open lands category that will make up only 50 acres in 20-years.

Map 7.2 Future Land Use



Future Land Use

Village of Sister Bay Comprehensive Plan

- Agricultural
- Commercial
- Communication/Utilities
- Institutional/Government
- Parks and Recreation
- Multi-Family
- Natural Areas
- Open Lands
- Residential
- Right-of-Way
- Transportation
- Woodlands
- Municipal Boundary
- Planning Area
- Approx. Future ROW

N

0 0.25 0.5 1

Miles

Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2024.
Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.

GOALS AND OBJECTIVES

General Plan Design Goal: Well-planned, cost-effective development and redevelopment that will be compatible with the community's character, and be accessible to pedestrians and cyclists, while protecting and enhancing natural and scenic beauty, resources, and cultural amenities.

General Objective: Ensure that all growth and redevelopment occur in a planned and coordinated manner that will maintain or improve the quality of life and delivery of services associated with the character of the Village.

Residential Objective: Strive to maintain the stability and integrity of open space areas while encouraging the development of new residential developments to meet the current and projected housing demand. A Village that is characterized by a variety of housing types and densities, the pedestrian accessibility of neighborhoods and parks/parkways, inclusion of open green spaces within developments, new trailways, and environmental protection is ultimately desired.

Commercial Objective: Encourage harmonious and well-planned commercial development that will serve the needs of the Village and area residents, as well as those travelling through the Village.

Natural and Cultural Resources Objective: The preservation of water resources, unique open spaces and scenic areas, and other cultural and natural resources while considering the future integration of existing natural areas (contiguous woodlands, meadows, open spaces, wetlands, etc.) into site designs creating environmental corridors throughout the Village for wildlife habitat and/or pedestrian linkages.

Government/Utilities Objective: Provide for cost-effective, quality services to support the goals of this comprehensive plan and the continued viability of Sister Bay and its neighboring jurisdictions that utilize Village services.

INTERGOVERNMENTAL COOPERATION

This element provides information on the Village's relationship with overlapping and adjacent jurisdictions and how these connections can impact Village residents in terms of taxation, planning, the provision of services, and the siting of public facilities. An examination of these relationships and the identification of shared decision-making efforts can help the Village of Sister Bay address issues and opportunities effectively and efficiently.

LOCAL AND COUNTY GOVERNMENTAL JURISDICTIONS

ADJACENT COMMUNITIES

The Village of Sister Bay is bordered fully by the Town of Liberty Grove. The Village has a good relationship with the Town and surrounding communities as they share services and resources. The Village maintains a clear and open line of communication with Liberty Grove and shares a Library Board and Fire Board. The Village provides sewer and water to a portion of the Town as well. Furthermore, the Village is currently working with the Town of Liberty Grove on the HWY 42 trail project.

DOOR COUNTY

The interaction between Door County and the Village is an important relationship that influences governance, planning, and community development. The Village as one of the municipalities within Door County, operates independently for most local matters but interacts with the county government in several ways to ensure coordinated efforts with local and county issues, services, and resources. The County provides snowplow services, operates the library and the sheriff and EMS have offices at the fire station. Overall, the Village has a good working relationship with Door County.

SCHOOL DISTRICT

The Village is located within and served by the Gibraltar Area School District. It is encouraged that the Village and School District interact, share plans for future development/expansions, and provide feedback on future projects that could impact families or students.

REGIONAL ORGANIZATION, STATE AND FEDERAL

BAY-LAKE REGIONAL PLANNING COMMISSION

The Village is a member of the Bay-Lake Regional Planning Commission. The Bay-Lake RPC is the regional governmental entity that provides planning related services to Northeast Wisconsin Communities and counties. The Village has a role to play in the region and will consider participating in regional planning efforts as they arise.

STATE

The Village's relationship with the State of Wisconsin is in good standing. As of recently, the Village has worked with the state on transportation, economic development, and environmental related projects. . The Village also maintains a good working relationship with the state by adhering to state laws, policies, and requirements. The Village will consider participating in state-led initiatives as they arise.

FEDERAL

The Village's relationship with the United States government is primarily tied through funding opportunities. The Village maintains a good working relationship with the United States government by adhering to federal laws and requirements.

EXTRATERRITORIAL ZONING

Extraterritorial zoning in Wisconsin is a tool granted to cities and villages that allows them to exercise zoning authority outside their municipal boundaries in areas within a specified extraterritorial zoning jurisdiction. This authority is intended to help municipalities plan for orderly development and protect their interests in adjacent areas that may impact the municipality in the future. The extraterritorial jurisdiction extends 1.5 miles from the boundary of Village. Extraterritorial zoning provides an opportunity for villages like Sister Bay to proactively plan for the future while balancing the interests of neighboring jurisdictions.

If the Village were to exercise their Extraterritorial zoning rights, it could guide development in areas immediately surrounding the Village to align with the Village's comprehensive plan. The Village could ensure that natural resources, open spaces, and agricultural land near its borders are preserved or developed appropriately. Coordination with the Town of Liberty Grove would be essential to avoid conflicts and ensure mutual benefits.

VILLAGE COMMITTEES AND COMMISSIONS

The Village has several ad hoc, standing, and statutorily required committees that help to inform and make decisions regarding the Village. Trustees, staff, elected officials, and citizens have been appointed to serve on them. A listing of primary committees include:

Emergency Management and Hazard Mitigation Task Force

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

Finance Committee

- Oversees the formulation of the annual budget for the Village, acts as the budget hearing committee and receives requests from various Village committees, consolidates and tabulates preliminary budget requests, including outlay and revenue account, and conducts a budget review meeting with the Village Board.
- It consists of three Trustees.

Fire Board

- The Sister Bay/Liberty Grove Fire Board is the governing body of the Sister Bay/Liberty Grove Fire Department and is bound by the duties established by ordinance as well as the Intergovernmental Agreement. The Fire Board prepares an annual budget to be presented to the Finance Committee.
- Consists of two trustees from the Village of Sister Bay and three Supervisors from the Town of Liberty Grove.

Green Tier Legacy Community

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

Housing Committee

- Tasked with identifying a housing model, impediments to affordable housing, and address design, financing, physical layout as well as other aspects involved in community-provided workforce housing.
- Consists of no less than five nor more than seven Village stakeholders, one member shall be a Trustee. The stakeholders shall serve as volunteers.

Library Commission

- Oversees the use and maintenance of the Sister Bay-Liberty Grove Library building and is responsible for annual budgeting and seeing that an ongoing working relationship is maintained with the Door County Library System.
- Consists of one trustee and two Village residents. There shall also be one Town Board member and two Town residents. A Secretary/Treasurer, who is hired by the Commission, as well as the Sister Bay-Liberty Grove Head Librarian, serve as ex-officio non-voting members. The resident members of the Library Commission will be compensated for their services.

Marina Committee

- Provides direction for the operation and maintenance of the Sister Bay Marina; provides for the needs of Marina patrons by planning and implementing Marina improvements; recommends all fees and charges for use of the Sister Bay Marina to the Village Board; and, prepares an annual budget to be presented to the Finance Committee.
- Consists of three trustees, two stakeholders and the Marina Manager. The Marina Manager shall serve as an ex-officio non-voting member. Two alternates shall also be appointed to ensure a quorum is always present at meetings. The Village Board has determined that residents or citizens, and the alternates, who serve on the Marina Committee are entitled to compensation for their services.

Parks, Property and Streets Committee

- Oversees activities occurring in the Village Parks, and operate, maintain and improve the Village Park System; are responsible for all repair, maintenance and remodeling of Village owned buildings, including any improvements, except when such authority is specifically delegated to another committee; oversee all repair and maintenance of Village roads, sidewalks and trails; ensure adequate access to technology and broadband infrastructure to public properties and buildings; and prepare an annual budget to be presented to the Finance Committee.
- Consists of three trustees and two residents. The Village Board has determined that the resident members of the Parks Committee are entitled to compensation for their services.

Personnel Committee

- Considers and reviews all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions; acts on grievances submitted by employees and be the arbitrator between the employees and the Village Board; reviews requests for new positions from committees; and prepares an annual budget to be presented to the Finance Committee.
- Consists of three trustees.

Plan Commission

- The Plan Commission shall promote the public health, safety, comfort, aesthetics, and general welfare of the Village as provided in Chapter 66 of the Village's Code of Ordinances.
- Consists of four residents and three trustees. There can also be one ex-officio non-voting resident or citizen member with recognized experience and qualifications related to planning and development. Per Village Bylaws, the Chair shall be the Village President, or their designee from its membership. Residents who serve on the Plan Commission are entitled to compensation for their services. All members shall, by statute, serve a three-year term. In the event there is an extended absence of a Village/Zoning Administrator, the Chairperson may elect to act as temporary Zoning Administrator.

Sewer and Water Utilities Committee

- Oversees and plans all aspects of Sister Bay's Wastewater Treatment Plant, Water, Wastewater Collection and Storm Sewer systems. The Committee makes recommendations to the Village Board.
- Consists of 3 trustees. The Village Administrator and Lead Operator/Utilities Director shall serve as ex officio non-voting members.

Tif Joint Review Board

- The Joint Review Board's (JRB) approves or denies the creation or amendment of a Tax Incremental District (TID). The JRB meets annually to review the TID reports and on an as-needed basis to review a request or create or amend a TID.
- Consists of an individual who represents each of the local taxing jurisdictions. For the Village of Sister Bay, this includes one Trustee.

Zoning Board of Appeals

- Responsible for hearing and deciding appeals of decisions made by the Zoning Administrator and has the power to grant variances from the Village's Zoning Ordinance.
- Consists of five residents and two alternate resident members. As required by Wisconsin Statutes, members shall be appointed for three-year terms, except that of those first appointed one shall serve for one year, 2 for 2 years and 2 for 3 years. The Village President appoints the Chairperson.

OTHER COMMITTEE INVOLVEMENT

Representatives from the Village are appointed or participate in other committees such as task forces, advisory committees, or appointed commissions. These groups tend to focus on a specific project or ongoing advisory roles. They may be temporary (such as the Village Hall task forces) or ongoing (such as the Tourism Zone Commission). A list of ongoing committees can be found below:

Door County Coastal Byway Commission

- Supports and promotes the Door County Coastal Byway (DCCB), a designated Wisconsin Scenic Byway along State Highways 42 and 57 that showcases the natural beauty, culture, and history of Door County. The council serves as a coordinating body to ensure that the byway continues to be a valuable resource for residents, visitors, and the environment.
- Includes representatives of the Villages of Sister Bay, Ephraim and Egg Harbor, and the Towns of Gibraltar, Baileys Harbor, Sevastopol, Liberty Grove and Jacksonport. Each of those municipalities is entitled to have one representative on the Commission. The Village has elected to have a trustee or staff person represent it on the Commission.

Fire District Exploratory Committee

- Tasked with studying the impact and value of consolidating certain Northern Door Fire Departments and the services they provide.
- That committee consists of representatives from the Towns of Liberty Grove, Gibraltar, and Egg Harbor, and the Villages of Egg Harbor, Ephraim, and Sister Bay. One trustee or resident with recognized experience and qualifications, one firefighter from the Sister Bay-Liberty Grove Fire Department, and the Fire Chief shall be appointed to represent the Village.

Historical Society

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

Sister Bay Advancement Board of Directors

- One Village trustee shall be appointed to the Sister Bay Advancement Board of Directors and be a voting member of the board. That Trustee shall also act as liaison between the SBAA and Village Board.

Tourism Zone Commission

- The Door County Tourism Zone Commission is an intergovernmental entity established in 2006 by the municipalities in Door County to encourage tourism, the success of which is measured by an increase in overnight stays at various lodging establishments. The Commission is responsible for collecting an 8% tax on room charges.
- Based upon the room tax collected to date, Sister Bay is entitled to have three members, who shall serve one-year terms and have voting privileges.

GOALS AND OBJECTIVES

Goal: Enhance cooperation between the Village of Sister Bay and other units of government in the county, governmental agencies, and non-profit organizations to provide cost-effective, quality services and opportunities.

Objectives:

- Coordinate and share community facilities and services whenever possible.
- Partner on area projects and services that benefit Sister Bay residents and neighboring jurisdictions.
- Coordinate with adjacent communities on future planning projects to minimize land use conflicts and enhance and maintain the character of the surrounding area.

IMPLEMENTATION

The implementation element provides a framework for how the Village will carry out this plan. The Village should try to achieve the goals, actions, and future land use plan of this comprehensive planning document. The Village can use the plan's content to guide public and private decision-making on matters that relate to the development of the Village and the prioritization of public revenues. And the Village may review, evaluate, and amend this plan as demographics, the economy, political climates, or fiscal realities change.

ROLE OF VILLAGE

The Comprehensive Plan is reviewed and implemented through officials that will carry out implementation of this plan.

VILLAGE STAFF

Village staff, in various departments, will typically carry out the day-to-day operations of implementation. For example, staff may administer new program(s), discuss regulatory changes, or coordinate with governmental agencies to finance capital projects as recommended by the plan. Staff often provide technical advice to Plan Commissioners and elected officials to inform decision-making on topics related to the comprehensive plan.

VILLAGE PLAN COMMISSION

The Plan Commission's primary responsibility is to implement the comprehensive plan and to ensure supporting Village ordinances are consistent with the plan. When reviewing any petition or when amending any land control within the Village, the comprehensive plan shall be reviewed, and a recommendation will derive from its goals, actions, and Future Land Use map. If a decision needs to be made in which it is inconsistent with the comprehensive plan, the comprehensive plan must be amended before the decision can take effect. The Plan Commission will need to ensure that the comprehensive plan is updated every 10 years. An annual review of the plan is recommended so the Plan Commission may stay familiarized with the plan's content, goals, actions, and strategies.

ELECTED OFFICIALS

The Village's elected officials make decisions from the standpoint of overall community impact-tempered by specific, situational factors. Elected officials balance recommendations made by plans and policies, the objectives of applicants and the public, technical advice from staff, recommendations of advisory boards, and their own judgement. The comprehensive plan provides much of the information elected officials need to decide.

The Village Board formally adopts the plan by ordinance after considering public input and Plan Commission recommendations. While the prime responsibility of implementing and updating the comprehensive plan falls on the Village's Plan Commission, elected officials should become familiar with this plan and assert that resources are maintained to keep the comprehensive plan current and viable.

"The Village Board consists of a Village President and six Trustees who are each elected for two-year terms, and their staggered terms of office commence on the 3rd Tuesday of April in the year of their

election. Except as otherwise provided by law, the Village President and the Trustees have been charged with responsibly managing and controlling Village owned properties, finances, highways, streets, navigable waters, and all the services that the Village provides to the members of the public. They have also been charged with maintaining the health, safety, welfare and convenience of the members of the public, and are also responsible for the overall government and good order of the Village."

EVALUATION AND MONITORING

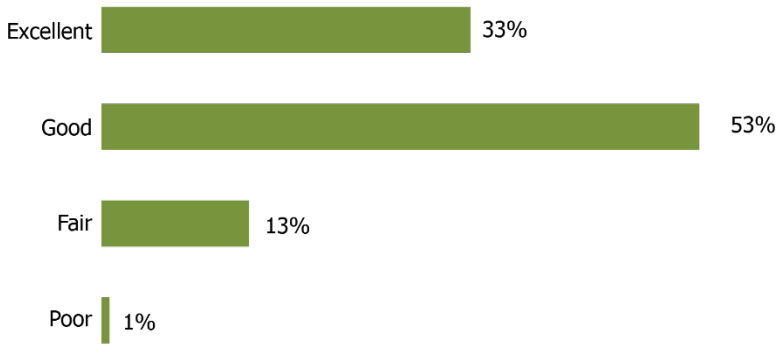
This comprehensive plan should be reviewed annually to ensure that it reflects the existing conditions and development characteristics present at the time. When amendments are required, needed, or proposed, the Village should notify the public and affected property owners to provide them with an opportunity to comment on proposed amendments. Proposed comprehensive plan amendments should consider the likely and possible future use of the affected area and associated impacts (i.e., land supply, transportation, environmental, economic, and social impacts). Changes should reflect the strategies and Future Land Use map as detailed in the "Land Use" element of this document. The Village of Sister Bay should also consult with other government agencies and the Town of Liberty Grove to obtain their input, particularly on the goals and actions recommended in this plan when updating certain elements.

Finally, at a minimum of once every ten years, the Village should formally update its comprehensive plan, as required by statute 66.1001. The update should continue to provide an opportunity for public and stakeholder input throughout the planning process and adoption of the updated plan by ordinance.

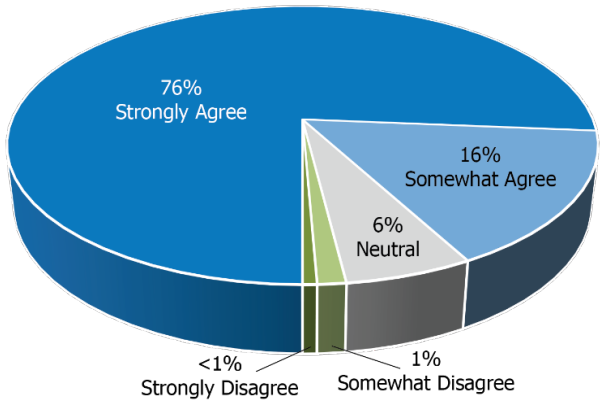
APPENDIX

PUBLIC SURVEY RESULTS

1. How would you rate the quality of life in the Village of Sister Bay?



2. Preservation of the Village's character and quality of life should be a priority.



3. What do you like most about Sister Bay?

- Opportunity for trails, and the park system.
- Winter, when you can get around and enjoy the village
- Variety of things to do. Multiple choices for entertainment, sports, dinning, drinking, etc. Friendly atmosphere and local people and employees, especially foreign seasonal employees who generally seem happy to be here.
- That it is a year round Village. We have a grocery store, the new clinic, layers, dentists, and restaurants that stay open all year round.
- Sister Bay has implemented a great variety of activities to serve its resident and visitor populations.
- The natural beauty of the waterfront. The dog park, even though it was cheaply done outside of fencing. The ball fields and ice rink.
- Convenience for use of churches, library, bank, gas stations, grocery store and dog park.
- Waterfront improvements
- The waterfront
- That it provides consistent year round services for families and year round residents.
- Pharmacy, grocery store, hardware store, year-round restaurants, beach
- Commitment to: preserving space for all people to access the shoreline, practices that make Sister Bay more sustainable, developing housing for those who can't afford current prices, creating more bike and walking paths
- City water and sewer, public parks, recreational opportunities, sister bay bays, live music
- The beauty of the water front. The fun events throughout the season.
- Waterfront park, Marina, Close to many parks in northern Door
- The beautiful waterfront including marina and walkability to so many things - restaurants, library, sports complex, etc.

- The beauty and accessibility of its physical setting on the water, the convenience of goods and services (Pig, Jungwirth, shops, dining options, etc.), summer concerts in the park, and it's people.
- The waterfront parks. The sports complex. The location - close to grocery, medical and schools. Friendly, supportive community. Safe and clean.
- Waterfront access. Great restaurants. NDCC. Access to entertainment and necessities within one mile. Low congestion considering the popularity. Great bars and nightlife. Incredibly safe and clean.
- It's a small community with many offerings for everyone.
- All the summer music and movies, the Fall decorations are always well done.
- Beach. Views.
- The proximity of the village to the waterfront. The waterfront beach property and how it's been developed and opened up
- Enjoy the waterfront and marina
- The nature and history
- The commitment to keeping its small-town character (through no chain stores and eclectic collection of shops).
- Access to municipal services such as trash pickup, sewer & water. Having necessary services in town such as a grocery store, pharmacy, and clinic
- Gorgeous views, restaurants, great downtown, various amenities.
- The residents
- The walkability of the village… from the Open Hearth all the way to Bhirdos! Love it!
- The access to see sunsets for free from multiple locations and friendliness
- Great balance of access to nature and modern day conveniences, like a grocery store, Medical Center, dentist, etc.
- Small-town feel, community activities, live music, waterfront availability, lakefront public areas.
- Trying to modernize, but also maintaining some of the original charm
- The beach and vibrant downtown area.
- Beautiful town. Access to the water.
- I like the waterfront area and open areas on the Bay.
- Access to lake views, Access to restaurants at all price levels, Smaller town fell
- The variety of restaurants and shops along with the many festivals.
- Not much, it's over grown
- The waterfront park. Restaurants and entertainment. Festivals. History. Off-season culture (relaxed and friendly).
- The history. The new community park on the bay. The land preservation in the surrounding area..
- Not a lot right now.
- Good restaurants.
- Location & public bay front spaces
- It's a destination for visitors and a wonderful place to live for locals for the same reasons.
- Waterfront access, restaurants, beach, marina, amenities. Waterfront tourist activities. Sunsets
- Views, welcoming
- Off season when residents can be seen at the local establishments
- Small town feeling.
- Variety of stores and restaurants
- Variety of restaurants, bars.
- Small community. Location.
- Waterfront, walkable area, small businesses, recreation opportunities
- The beach front park and marina. The historic building of the post office and old village hall. The quality of our restaurants.
- Mix of natural beauty, respect for land and water, combined with healthy tourist attractions including fine restaurants, upscale shops and quality housing.
- The lakefront; ability to easily rent a pontoon boat when we have visitors; a walker friendly town; I easily get my 5 miles a day in on the boardwalk; festivals and family friendly activities; restaurant choices; outside bathrooms that make it easy to spend long periods of time eating,shopping, relaxing with a cup of coffee ; benches to watch sunsets; kept clean; great public works
- I like living in a small town ~ where everyone looks out for each other. Because we are a tourist destination we have great choices for eating out!
- Location within the peninsula
- Access to the lakefront with the open public spaces.
- small town atmosphere
- Central location

- Excellent waterfront — beach and marims
- The Waterfront, great restaurants and shopping.
- It offers services and businesses that support year round residency.
- Services available
- Strong sense of place and organic mix of eclectic building styles. Village center is clearly identified and integrated with a balanced mix of retail, restaurants, and lodging.
- Convenience of services such as grocery store, and medical offices.
- Nothing, it's already lost it's historic character
- Lake frontage and drive thru on highway 42, love to see village hall, area around village hall, stream of people around Al Johnson's and businesses in hwy 42.
- Small town, nostalgic feel
- Bustling commercial district.
- It's beauty, small-town feel, and traditions. At the same time I love the restaurants, shops and lack of stop lights.
- The quaint, Door County North Woods atmosphere
- The water front and beaches. The downtown strip of businesses and entertainment. Quality food and drink options (with open container policy). Al Johnsons is a staple. Their outdoor space and activation of the waterfront area of downtown has been incredible. The boating services at downtown sister bay - best at the northern peninsula. Walkability of downtown. New establishments outside of downtown such as Peach Barn and Twelve 11. The protecting of pebble beach... though highlighting parking near former Fred and Fuzzys needs to be more clear. Live music along the downtown strips
- It's waterfront and the preservation of historical structures.
- The variety of businesses. The fact that there is a grocery store. The larger size of the beach. The different festivals.
- The people who live here year round the kindness and goodness. The atmosphere businesses and their workers as I am one I recognize that and share that equally.
- The old historic buildings like the village hall and post office. The library and new clinic and the waterfront park.
- Quaint village. Please don't add any more new construction facilities or buildings in downtown Sister Bay.
- The small town feel
- Downtown area
- Restaurants, beach, library, views of Green Bay, off-peak seasons when few tourists are here.
- Services provided- medical - grocery - pharmacy restaurants- - hardware- music venues- waterfront- shopping - coffee shops- post office. All are to be found in the village. A beautiful location and scenery.
- The waterfront, easy access to medical, bank, groceries. Music options. Pedestrian walkways are good. The "gnomes"
- Classic buildings, old school feel. True vintage Wisconsin
- The waterfront parks.
- I enjoy the dog park. The beach is OK, but I hate the sand. I love the character of Sister Bay. There are good people here. I like our parks and open spaces.
- The opening of the waterfront from the marina all the way to the bandshell.
- The people. Those who work here. Waterfront park. The fun atmosphere and the vibe sister bay has. It's the place to be.
- Availability of shopping for groceries, hardware, and basics without having to go to Sturgeon Bay.
- The natural shoreline, friendly people and good restaurants
- Public waterfront access
- Waterfront open to public, the distinct charm and character of the town.
- Proximity to all of the services compared to other towns.
- Beautiful scenery, nice shops and restaurants
- Close community and the quiet of winter. Abundance of nature. Convenience of shopping locally. Walkway into town on the south side
- Waterfront and restaurants
- Ability to walk into town and enjoy the waterfront.
- It's quaint, yet fun!
- The village offers everything one could want. As a full time resident I'm thrilled by the restaurant's, bars, entertainment, parks, festivals and the walkability of our community. I am inspired by the community support and help that our residents offer one another.
- People, nature, ability to own a small business
- The water and landscape. The friendly people. Community spirit. Respect for the past. The awareness to conduct surveys like this one.

- Lively yet close community
- The off season, when locals can enjoy our own community.
- The amazing public waterfront, and the ice rink.
- The public waterfront. The single family home neighborhoods with nice size yards.
- The community
- Absolutely beautiful Lake Front Beach & Park
- The waterfront
- Lakefront, sunsets, small town feel
- I love the summer, the bay and all it has to offer.
- Waterfront, location
- The view of our water & bluff,,the waterfront parks, the beach, marina historical buildings & historical society.
- The quaint village atmosphere. The beach and marina are my favorite spots. The library is extremely important and could be expanded by increasing hours and hiring full time staff.
- The welcoming, rural midwest, country atmosphere.
- I love being able to walk to town and play volleyball, as well as the beach and other outdoor activities
- Quiet, safe, friendly
- The availability of the activities to families, not just the ultra Chicago rich. The Marina needs to continue to allow bat rentals and not be blocked out by private owners and there yachts.
- Waterfront and access to restaurants and bars
- The community, and the well maintained town
- The waterfront. Wonderful events!
- The serenity
- The lakefront and the lovely way it has been expanded
- The beach and open green space along the shoreline. I would hope this area never gets further developed.
- Friendly small town that is scenic and diverse in its businesses.
- The access to nature, state parks, beaches, the arts, friendly residents and neighbors. Small town culture & volunteers.
- Being near the lake
- Energy, walkability, views, library access to public restrooms, eateries
- The friendly people, the beautiful view of the bay, being able to walk to most places I want to go.
- The harbor and the view. The ability to park easily up and down the street. The park for picnics and watching. Music concerts. Stabbur
- The park along Green Bay including the marina.
- I like the small town vibe and the beautiful waterfront.
- It is the most prominent northern door municipality.
- It's vibrant even in the winter
- The sports complex.
- I like the food and restaurants. I also like Fall Fest
- All of the things to do
- Waterfront
- The nice community
- Nature
- The variety of shops and places to visit.
- the beautiful land that is not developed

4. What do you like least about Sister Bay?

- The bars and downtown area getting away with whatever they want
- The overwhelming growth. Building condos on every square inch of vacant land has ruined the character of the village. Traffic is so heavy, it is easier to skip coming to Sister Bay.
- Traffic, traffic, traffic. Atmosphere of treating part time owners like second class citizens, especially in voting on local initiatives and service rate for water, sewer etc. Noise from music scene which goes until 11:00 pm.
- How commercialized it has become. Driving through town during the summer is an absolute nightmare. All of the new construction with condo projects is an eyesore. Some of the "back" roads have become the new Highway. Roads are falling apart - Country Lane is prime example. The backup in Sister Bay every day in the summer is horrendous waiting for people trying to parallel park who don't know how to.

- The past elected officials have approved development agreements with one Developer who has ruined the overall Village view looking north from top of the hill on Bay Shore Drive, driving south into the Village on Hwy 42 and driving north on HWY 57 into the Village.
- Basically the plan commission and trustees have transformed the village commercial district into a grand liquor store. They turn residents and rental property owners into adversaries as a diversion to their inability to meaningfully improve the lives of residents. They favor a small set of powerful business owners, and architect rules to favor them over others. Their proposal/plans/priorities to build government buildings on the Wiltse property that what was supposed to be for affordable housing demonstrates their contempt for the lower income residents. The trustees do little in public policy to help foster good paying jobs by offering no employment diversity. Preserving cheap laborers for seasonal businesses who survive on tips seems to be the only priority. Cheap labor preservation seems to be a driving force of the all board and commission decisions. Most residents outside of the village look at Sister Bay as how not to do things. The trustees have failed the community.
- TRAFFIC!!! No thought was given to roads when mega-buildings were permitted. Beach is lovely but VASTLY overcrowded. Local homeowners must give up enjoying the Village through most of June, July and August. We pay BIG taxes and get nothing but tourists for that.
- Post office location and continued presence of obsolete Village Hall on waterfront.
- all bars and drinking-too much! Architecture is bad...there is no common theme to make the village look a certain way. New construction is boring and all the same. the downtown should be more consistent with our European heritage, and buildings should adopt more flair. Build a multi deck parking facility. More Bike and pedestrian lanes.
- Traffic congestion downtown when trying to access services that are unrelated to the tourism industry.
- All of the density cluttered along the 57 corridor--very poor planning, should stop now.
- The SLOW downtown traffic in the tourist season.
- Traffic, too many str's, not having trolley system between other villages to cut down on traffic
- The crowds and lack of parking especially for handicap people. The Village should provide more handicap spaces so during peak times people with mobility issues can get to events in the village. Even if temporary spaces are provided during peak times. The constant development
- Live music venues that play too loud, Husbys and Stabbur worst offenders. Traffic on Bayshore drive
- Taking the party vibe too far, music exceeding reasonable levels and a general favoritism to tourists regardless of fallout to residents
- Traffic along 42 during the summer. I'm surprised there have not been more pedestrian accidents both there and behind Wild Tomato. More handicapped parking needed during events.
- Some roads are deteriorated and must be repaired. Lack of a year round Community Center offering programs for families, teens and seniors. Lack of sidewalks on most side streets that have poor lighting. Lack of public transportation.
- The oxygen taken up by low-priority issues and ill-placed negativity. Our issues are small ones and fixable, and largely created because the bold steps taken were incredibly successful in achieving what the board and community set out to do (buying the waterfront to spur economic growth and investment, burying power lines, attracting young families, etc...). We need to create pedestrian and bike connections between all areas of the village. We need to tell the story of what we've created. We need to plant more trees and engage our citizens to create civic pride. Few places in the world have done what Sister Bay has done, but you'd never know it from the discourse and attitude of staff and some board.
- Congestion and parking make it challenging to attend some functions.
- The lack of housing available for new families. $300-400,000 range. Difficult village website to navigate
- Noise from bars. Excessive, loud music. Traffic. STR.
- Too much noise. Each band trying to outdo the other, becomes a cacophony of noise. Large buildings downtown, should be a block off.
- The quaintness of the village is totally gone with these ridiculous huge buildings that have been built-the condos across from the marina, Dörr, the schoolhouse property at 57/42 and the medical center.
- Traffic and parking can be a challenge during peak season weekends. Would like a better bike route through downtown and up the hill heading south
- All that’s been built up, parking and traffic issues, it’s just a crap shoot of too much now. Please don’t allow more to be added.
- Traffic during busy times
- Congestion downtown. Feeling like I can’t enjoy the town when it’s full of visitors. The emphasis on ease of alcohol consumption.
- The streetlights and talk of tearing down the older buildings with charm (the Post Office and Town Hall). The 40-room hotel and condos north of the Boathouse. Essentially the charm of the city is gone.
- Tourist season. Sister Bay has exceeded what should be considered, max tourist count. Stop advertising, stop enticing, let the volume subside.

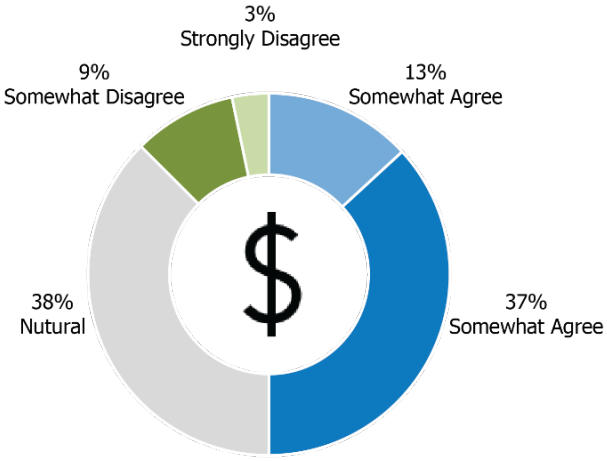
- Way to many VRBO's that are unregulated, too many hotels downtown and rental condos and not enough police enforcement of visitors trashing downtown
- The condition of the cemetery on Pebble Beach road! The sign is falling down and the two giant trees at the entrance are as dead as it's inhabitants! Please please make this a priority!
- No where to park
- So much of the community closes down during the winter months. It would be great to see future development appeal to more year-round residents that could sustain more year-round, businesses, and not be solely relying on tourism.
- Starting to have too much building on the Main Street, no bike path, it can be very difficult to make a left turn onto the Main Street
- Improved walkability and pedestrian safety would be nice
- Too much traffic and too crowded. Can't get across the street in a car.
- The traffic. Making a left hand turn is dangerous. How about a traffic light that would only be needed seasonally, at Mill Rd and 42?? I also wonder why the zoning commission keeps approving more condos and that monstrosity, the big blue hotel. That hotel got the parking spaces that were previously available to everyone. I understand that Sister Bay is such a special place… who wouldn't want to be here? But this traffic and continual condo/hotel approvals are ruining this great place.
- I do not like all the new high rise condos being put up which causes congestion, pollution and diminishes the relaxed feel. The traffic has become really horrible.
- Crowds
- Heavy traffic during major events.
- To busy, too many motels in a tight area.
- Some business and festivals seem to encourage excessive drinking as "entertainment". This is bringing in a type of tourist that seems to not understand or respect the essence of northern Door County. We have a unique geology, geography and culture. The heavy influx of tourists to Sister Bay is making it rough on the other communities as well.
- The new resort. It is too over towering, is not historical.
- The fact that they are catering to the tourists and they forget about the locals, who live here year-round. Over-develpment, no affordable housing, no affordable shopping choices, over-crowding, too many festivals, need I say more?
- High taxes far in excess of ALL other local communities. Politicians that seem to think their job is to supply all local and visitors with local taxpayer funded facilities.
- OVERCROWDED…..with new building & people
- Locals who want to see Sister Bay return to the quiet town with nothing to do. And those who complain about any progress or changes made to the village
- You are ruining it. Poor planning, not requiring paring for full occupancy at dorr hotel. Never parking. Now you want to get rid of PO in the name of progress. Stop allowing multi story building and put a real parking lot. Get a Pamida again!! Don't need another junk shop, but do like you keep the chains out.
- Two years ago we sold our place in Sister Bay to Ellison Bay. Hope the leader don't ruin that too.
- People come here to get away from the city and chaos, seems some of them stuck around to make it the place they came here to get away from.
- The main road too many people looking for parking. Remove all street side parking, and build a park garage on each side of town.
- The overly busy crowded areas, lack of parking, non-use of crosswalks
- Villages focus is on increasing tax revenue opposed to fulfilling resident needs.
- No parking. Also, full time resident concerns are as important as tourists
- Lack of rules being followed related to no dogs in beach and bandshell area.
- The village only cares about tax increases, low income housing, and the businesses downtown.
- Lack of good bike/walking trails
- The overwhelming traffic. I believe a bypass should be built, south of town off of 57. At the same time signage could alert hwy 42 traffic to turn right before the information center, to access the bypass.
- The intersection of 42 and ZZ
- Please keep outside bathrooms open year round. Please. It keeps me in town longer spending money at businesses. Many businesses are not accommodating if you ask to use washrooms. When I walk in town each day I always have my visa in my back pack for impulsive stops!! Seriously. This is something I feel very very strongly about. Did I say strongly. Other thing is keep eye on short term rentals. Cars driving fast down residential streets noise etc.
- Just recently I have become frustrated by the cost of living in Sister Bay. Although I have a decent income I now know I will never be able to afford a home and that has started me thinking of leaving. The neighborhoods and quaintness of this village has all but disappeared and I see many people selling their homes and leaving.

- Growth. Too much clustering of new development in one area of previously undeveloped land.
- Traffic on Bay Shore Drive during th busy season. Need more upscale .
- Increasing traffic, unrestrained growth, business first emphasis, noise from Husby's that can be heard 4000+ feet away. Too many VRBO rentals.
- Traffic, Congestion, Bare ness of Main Street / no trees or flowers or landscaping
- Far too long to get a Permit to build. Also, more sidewalks should be installed on North Bay Shore Drive. Allowing Parking on both side of the street north of the Marina is ridiculous.
- The loss of Shopko. Not the villages fault, however, a similar business should be pursued. Shopko had a little of everything at reasonable prices which offset the constant need to travel to Sturgeon Bay.
- crowding during tourist season as a result of overselling the area
- Too many VRBOs and luxury condominiums. Not against development, however too many of these enterprises create a housing desert with many vacant units only occupied at peak times of the year. 8 months each year these units are dark and empty, degrading the vitality of the village for those who live here all year. Also the lack of affordable permanent and seasonal housing is critical, particularly near the places people work.
- Too many drinking establishments. No longer family friendly. The crowds are too big.
- New buildings
- LACK of PARKING.
- Traffic and building of larger structures
- It is overdone! Over populated and no shops. It's become the bar hub
- Bustling commercial district.
- Some summer visitors. Can't do much about that. The main street should be kept for retail interests and residential kept off the main street.
- The recent government relaxation of business ordinances that has turned Sister Bay into a northerly honky-tonk with the overrun of condominiums, out-of-control outdoor entertainment operations amongst massive crowds....
- Lack of quality internet service. Not affordable at all.. please explore fiber or something that would be reliable and fast and affordable. Lack of areas with internet services and areas to perform work since homes do not often offer reliable service. Traffic heading into downtown. Public transport / lack of ridesharing etc. Difficulty parking / congestion with cars downtown. Downtown not very bike friendly. Could use more EV super chargers for public use.
- The awful Dor Hotel and the new clinic on 57. Inappropriate architecture for historic preservation and more appropriate for an urban setting.
- Turning left in the middle of summer! I want the organizations and Village administration to work together to continue the quality of life in Sister Bay. More year round opportunities for teens would be helpful.
- The lack of housing available to workers and people wanting to live and work here. It saddens me and burdens us all with a greater work load. The lack of understanding in this is a great issue at hand.
- The big buildings like chop, the Door hotel and the condos across from the marina. They ruined the character of Sister Bay. The traffic is also bad and lack of parking in the summer.
- The newly constructed hotel and condos on the edge and in the heart of downtown Sister Bay.
- It is getting to busy and built up downtown.
- Traffic in summer. Rising number of Air B & B's or VRBO's
- Tourist season congestion, crowds, summer traffic, too much new building, properties turning into AirBnB's, lack of affordable housing.
- Gets pretty congested with traffic in the summer.
- The oversized new hotel, condo complex across from the marina, and the condos on the hill. Not enough trees by businesses and condos. We need trees for a healthy environment. Cities are adding green space and we are taking it away.
- New buildings.
- The Village board cares more about tourists than the residents. No bicycle/ walking lanes on Hwy 57 in town
- I wish Pebble Beach was more accessible. I wish there were more walking trails and sidewalks to everywhere. I do a lot of walking. I would like to see the Parks be more modern with a new playground, better lighting or pathway lighting, some fountains or art. Get rid of the Village Hall its dumpy and no one really uses it.
- The bandshell facing AWAY from the center of the city. Lack of parking. The blah interior design of Al Johnson's SKÅL. It lacks character.
- Many of the roads are terrible. Traffic is a nightmare 1/2 the year. Pedestrian traffic needs to be addressed. The parks, while nice, are already starting to look dated. The village's facilities are in terrible shape. STRs are ruining the atmosphere, the housing market, and everything.
- Tourism focus on adults rather than families. Less effort on year-round residents.
- Too much construction, obstructed shoreline, dangerous roadways, and frenzied vacationers trying to get it ALL in when they visit here.

- Traffic May through October plus it seems like tourists get priority on everything during those months
- The old village building across the street from Al Johnson's. Stop kicking this one down the road, time to get rid of it once and for all. No historical significance, an eye sore and a money pit.
- Development seems to be proceeding at a pace and style which will lead to a loss of distinct character.
- Better access for transient day time boats in the harbor.
- Traffic and parking
- Noise from the bars. Parking problems. Concern of hitting pedestrians in the middle of the village.
- Traffic and sirens
- The congestion and high rise hotel and condo developments. Sister Bay has lost its quant, small village atmosphere. STOP the development!
- It's become too congested during the heavy tourist season
- The traffic. Wish there was a way to operate a successful multi community transportation system.
- Government purchasing so much land
- The traffic. The sense that the small-town character of the village is being overwhelmed by development and the flood of tourists.
- Traffic
- The amount of STR's inundating our neighborhoods, and not knowing our neighbors anymore.
- Traffic from tourism. Crazy inattentive drivers and pedestrians. People not using the crosswalks. Can't make a left turn without encroaching into the crosswalk and oncoming traffic. Not enough perspective to see around parked vehicles at the intersections or pedestrians entering in the crosswalks.
- Lack of transportation that doesn't involve a car
- WAY WAY WAY Too Much Low income Apatments being built. To Much High End Building of unaffordable Housing $$$$. Not enough Green Space with all the building. Property Tax getting to High
- Over development, tourist traffic, short term rentals, lack of affordable housing and starter homes for first time local buyers, lack of a police presence during the season.
- Too much development. Too much traffic. The entire growth needs to SLOW DOWN.
- What I like least about Sister Bay is the continuing amount of building on every possible site of land.
- Large buildings and congestion
- The traffic, over congestion, too busy, no parking, NOISE from all the outdoor bars & bands. Too many bars & drinking venues, feels like party town. Too much over development 3 story ugly condos , hotels. Too many STR's we have lost our small town feel & our neighborhoods have been turned over to the tourists. We don't know our neighbors anymore.
- That the bathrooms close down in tourists' off season; like we don't need them all year around? Most of us who stay here walk, jog or bicycle daily would appreciate having at least one set open.
- Village is difficult to navigate without a car and in a car parking can be a challenge (poor sidewalk and trail connectivity). The busiest seasons have the nicest weather so good (safe!) intervillage connectivity for pedestrians and Bikes should be a primary goal.
- Not enough public activity/sport options, as well as any/all industrialization
- Politics, liberal agendas
- The continued building of high priced housing that reduces opportunities for middle class to enjoy Sister Bay. Why is there no police department available and must come from the county? The short term rentals are becoming a bigger issue with people buying for investment only and blocking families from owning homes and establishing year round presence.
- Need more recreational space such as Pickleball courts and Short term rentals
- Lack of housing, specifically affordable housing, I know those houses they out in on 57 just out side of town are affordable, and they are very good for the community. But it is extremely hard to be able to qualify for them, because they are government subsidized, making it difficult for people who still have a relatively low income are still unable to have access to them
- Lack of Parking
- High str fees
- The speeding on Cherrywood lane since it has been joined to hwy 57.
- Summer crowds
- Overcrowding and ongoing attempts to develop every possible square foot of property with million dollar condos or business ventures. Maybe look to Ephraim as a model on how to maintain Door County/small town feel while allowing reasonable business development. Either way, I would strongly encourage the village to mandate, and the Plan Commission to enforce, greater amounts of green space in condo/business/restaurant developments. For instance, the green space in front of the Dorr Hotel makes the development feel less imposing. However, the condos at the top of the hill at the intersection of 42/57 are packed together, on top of each other along the road, with virtually no visible green space.

- Getting to be too much of s "party town" I'm not a Quaker but seems that many events revolve around alcohol consumption
- The explosion of Short Term Rentals taking over the residential neighborhoods.The doubling of property assessments due to over inflated sales of STR's & increase in property taxes. The lack of any type of walk in clinic or emergency care clinic. The new medical clinic should have included these to meet the needs of the community. Driving 35 minutes in an emergency isn't a good choice for anyone. We need another grocery shopping option that will help lower prices. The majority of residents have to drive to Sturgeon Bay or Green Bay to do bulk shopping. Tourism drives up prices at restaurants & stores & during the off season, residents are stuck paying those high prices. The high number of new wineries and breweries. The high numbers of tourists strains our infrastructure, utilities, rescue, fire & sheriff depts. But I don't see where the dollars they spend help with these things or our property taxes. Business owners profit but not residents who don't own businesses.
- The volume of visitors
- People's lack of respect for "no dogs allowed in waterfront park"The low priority of repaving Sunset Drive up to Woodcrest
- The new ugly big buildings in the downtown area. New development is fine as long as the character of the Village isn't lost.
- Traffic and pedestrians crossing wherever
- Traffic, especially at the intersection of ZZ and 42.
- The traffic in the summer.
- When competing agendas collide
- It gets overrun at times
- Tourists and beach.
- Its people. I also do not like the tourist either
- How busy it can get
- To many people
- The tourists.
- It's extremely crowded with all the shops and the car traffick is terrible.
- The big condos

5. Do you feel that you receive good value for the tax dollars you pay for Village services?



5A. Please explain why you agree that you are receiving good value for your tax dollars in the Village?

- Beautiful parks. Clean streets. A community garden. An ice skating rink. A dog park. Village personnel that are approachable. Snow removal done fast and very well. A great library. So many other things
- Because I have lived in sister Bay most of my adult life I really do not have much to compare it by. We have wonderful schools and parks. Roads could use some repair. I wonder if the taxes are too low and that makes it affordable for people to by homes and condos that they only use 2 or 3 weeks a year. But -that is a problem in it self!
- Cleanliness of all areas Great parks
- Community is kept up and the staff of the village have always been professional.

- Compared to larger cities, it's reasonable.
- Connected to water and sewer. Downtown is often clean and well maintained. Improvements have been successful and helped improve the character of sister bay
- Need better internet infrastructure
- Decent public services, good schools, and a willingness to invest in things that help people. As opposed to the mindless devotion to the low-taxes gospel.
- Emergency services, trash and recycling and road maintenance is pretty good.
- Everything is clean and well maintained. I appreciate there is a post office, hardware store and good grocery store in downtown.
- Excellent library facility
- Excellent staff deserve competitive pay and benefits.
- Quality water treatment is imperative.
- Fire and police are excellent. Streets are clean. Storefronts are manicured well.
- Garbage pickup, fire department, water and sewer are good.
- Garbage snow awesome
- Great snowplowing in winter
- I believe that having sewer and water adds value to my home along with trash pick-up. Most of my tax dollars are going to Gibraltar which has a fairly good ranking in the state. However, Gibraltar lacks programs that are needed for children with special needs, and is not proactive with helping these children and their families.
- I believe we live in a beautiful place and have lovely amenities
- I feel the village maintains all the core services very well, while also trying to improve the community
- I have seen alot of things changing lately - the village is making strides to improve the village
- I like and love where I live I consider this to be the home for which I will reside in the rest of my days.
- I think the village is divided between those who want it to go back to the way it was, which isn't going to happen, and those who are willing to destroy all character of the village to get ahead and pad their pocketbooks. This is reflected in how the council is spending money.
- Infrastructure seems well maintained, though drainage ditches along Spring Street need to be cleaned out.
- It is clean, well run, well organized.
- Free concerts.
- Maintenance of our Parks & Roads
- Maintenance of facilities.
- Maintenance of lands and roads.
- Money spent well up to now. I'm worried that if the village gets any bigger we'll no longer have this sweet village
- Most services well done, some roads need better repair
- Mostly well maintained streets and parks
- Excellent administration staff
- Nice public bathrooms
- Overall maintenance and the preparation and cleanup for the special events is very good
- Parking and traffic.
- Plowing of the roads during the winter months is excellent. The village is very clean. There isn't any litter or waste. Communication with residence is done well. Special events are well managed. As a year-round resident, I feel that the services provided are very good.
- Public services and infrastructure seem in good hands
- Public water and septic, great fire and EMT presence, good internet. However, there is a lack of enforcement presence.
- Services our tax dollars pay for are well worth it. Don't feel lacking here.
- Sister Bay looks good.
- Snow is removed as soon as possible.
- Trash and recyclables are removed weekly. Parks are cleaned and maintained. Major electrical items are collected semi-annually. Sports Complex is available and maintsined.
- Dog Park is available.
- Taxes are low enough for the services received
- Taxes are much higher in other communities.
- The efforts the village has pursued to improve public open space (waterfront changes, pebble beach, etc.) have all be great uses for the tax dollars and the current plans (new village administrative building, new 57 and Ephraim trails) show good plans for using those tax dollars in the future. I do worry some about how efficiently some of the departments are and the value returned for money sent to SBAA.
- The employees take care of the Village and the governing structure appears to respond to the citizens needs and input.

- The services and parklands that the village offers is great.
- The Village employees do their best to serve our needs in a helpful, timely and friendly manner.
- The village facilities are nice and maintained well.
- There always seems to be village workers working about town on various aspects of town upkeep
- There are lots of activities and beautiful parks
- They bought the whole damn waterfront with it and spurred development that paid for it 10 times over. Then they saved Pebble Beach. What other town in Wisconsin has done something like that? Plus, the village is incredibly clean. There are plans for more pedestrian connections to schools and necessities. The village has supported the number one need of the county - housing. The broadband investment is highly questionable, but the batting average is very high for the village.
- Things are done in a timely fashion and the village upkeep is going well.
- Town infrastructure is well maintained
- very clean water front area, good board and committies
- We do a lot with what we have. The parks employees are always working hard on improving things. Our fire department works really hard. It seems like it is so busy and there are so many tourists. There so much for everyone to do. Sister Bay is growing very fast.

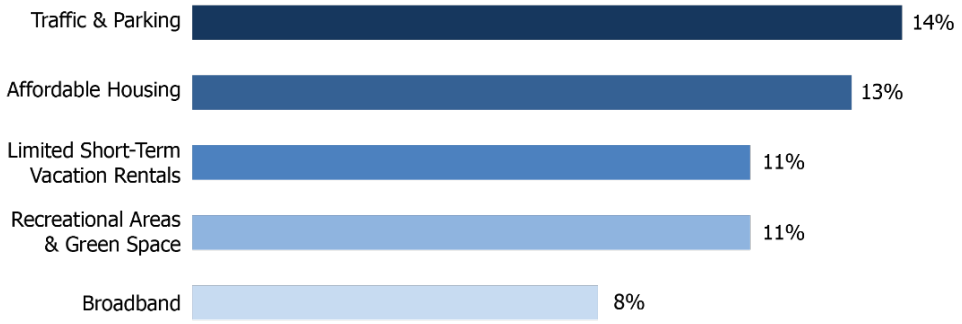
5B. Please explain why you do not feel you are receiving good value for your tax dollars in the Village?

- We have been taxed several times as property has been taken off of the tax rolls to buy that property from some of the village residents when they could not sell for prices asked.
- Taxes just skyrocketed and nothing has changed really. Sister Bay should seriously look to buy up as much of the houses around downtown and make them retail with cute shops below and housing above, all with a European flair, like a mini Sweden, etc. plus there are no consistent sidewalks or bike lanes anywhere. Old Stage, ZZ, very dangerous. Uptown Sister Bay is always neglected you should make Piggly Wiggly install sidewalks and Country Walk lane needs pedestrian egress that's safe.
- Money going to please visitors not residents
- The real estate taxes are too high as is the sales tax with the added resort tax added on.
- I feel we get nothing more for our current mill rate of $6.395 while all adjacent property gets use of all of our taxpayer funded parks and facilities and pays a mill rate of $2.632 only 41% of ours. WHERE ARE WE GOING IN SUPPORT OF THE LOCAL PEOPLE THAT PAY THESE EXORBATANT TAXES?
- Lots of waste on items that do not improve resident quality of life.
- Roads in disrepair, lack of sidewalks throughout the village, wasteful spending on land purchases, lack of updates to the waterfront playground (please get rubber platform instead of awful cheap mulch, update the dated equipment, plant new grass, etc). Stop spending our tax dollars on things like the historical society barn and low income housing. Take better care of those who live here and things that actually matter to us!
- Taxes are up $200 per year, every year. Over time, that adds up.
- Lack of full time police and presence. Lack of full time firefighters and emts. We would be willing to have crossing guards for our children. But has anyone thought of crossing guards for the elderly in the heart of sister bays area on hwy 42? Seems there is lack of consideration of our elderly but not for another brewery to be allowed to open. Think more of solutions for the elderly. Parking for the elderly also.
- Slow internet
- Are taxes have increased for years with no real growth in value. Recently home values are greatly increased. There is anger about people renting out their homes. I don't know the board's focus. It's bike paths, and pedestrian paths, but no thought into have those paths lighted to avoid accidents. Will costs increase as more families that require subsidized housing move into the area. Will the village residents be welcoming to a new population, or feel cheated if more resources are given to new families?
- I am a condo owner in the Village. Seems like we are always arguing with the village about every project. Very little transparency on projects and virtually no discussion. Very disappointing when you consider the amount of money we pay in property taxes every year.
- Water Front Park needs to be kept more clean
- The government is too big and bloated. It has done nothing but build parks and field trips. The town looks like a toddler designed it.

6. How satisfied are you with the following?

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
Transporation Infrastructure	8%	31%	23%	31%	7%
Public Utilities	27.6%	42.8%	24.3%	5.3%	0.0%
Village Services	19.1%	47.4%	24.3%	8.6%	0.7%
Broadband Access	13.2%	28.9%	27.6%	19.7%	10.5%
Schools	21.7%	29.6%	45.4%	3.3%	0.0%
Tourism	15.8%	33.6%	25.0%	19.1%	6.6%
Business and Industrial Development	7.9%	32.9%	40.1%	13.8%	5.3%
Vacant Neglected Properties	8.6%	21.7%	53.3%	13.8%	2.6%
Housing availability and Affordability	3.3%	7.2%	30.9%	36.2%	22.4%
Entertainment and Community Events	36.2%	48.7%	10.5%	3.9%	0.7%
Parks and Natural Areas	44.1%	36.2%	9.2%	9.2%	1.3%
Commmunity Design and Caracter	19.7%	37.5%	21.1%	14.5%	7.2%
Traffic Control and Parking	4.6%	17.8%	17.8%	36.2%	23.7%

7. Which of the following should be prioritized for improvement within the Village?



8. Which of the following should be prioritized for improvement within the Village?

	# Votes	Total %
Traffic & Parking	89	14.1%
Affordable Housing	84	13.3%
Limit Short-Term Vacation Rentals (Air bnb, Vbro)	72	11.4%
Recreation Areas and Green Space	71	11.3%
Broadband	48	7.6%
Roadway Infrastructure and Maintenance	42	6.7%
Arts, Culture, Community Events & Projects	36	5.7%
Services and Amenities for Seniors	27	4.3%
Government Transparency & Staff	25	4.0%
Public Transit	24	3.8%
Code Enforcement and Revisions	21	3.3%
Other	16	2.5%
Additional Restaurants, Stores, and Bars	15	2.4%
Access to Childcare	15	2.4%
Schools and Education	13	2.1%
Business & Industrial Development	12	1.9%
Increase Diversity	9	1.4%
Community Trash Collection	6	1.0%
No Change	5	0.8%
Total	630	100.0%

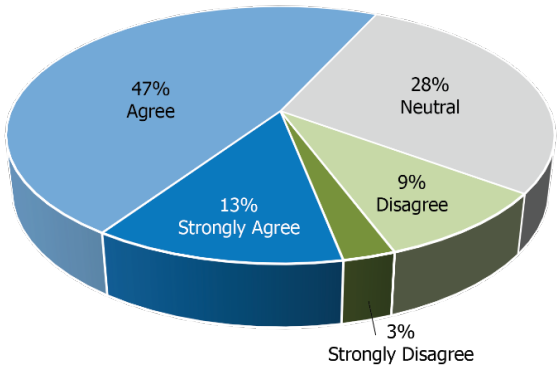
9. How satisfied are you with the following services?

	Very Satisfied	Satisfied	Neutral	Dissatisfied	Very Dissatisfied
Police Services	24%	39%	23%	8%	6%
Fire Protection Services	52.6%	34.2%	12.5%	0.7%	0.0%
Building Inspection Services	10.5%	25.0%	60.5%	3.9%	0.0%
Development & Planning Services	4.6%	22.4%	40.8%	23.0%	9.2%
Electric Utilitie Services	22.4%	46.1%	28.9%	1.3%	1.3%
Sewer Utility Services	19.7%	48.0%	30.3%	2.0%	0.0%
Garbage/Waste/Recycling Services	23.0%	43.4%	25.0%	7.2%	1.3%
Library Services	47.4%	34.9%	17.1%	0.7%	0.0%

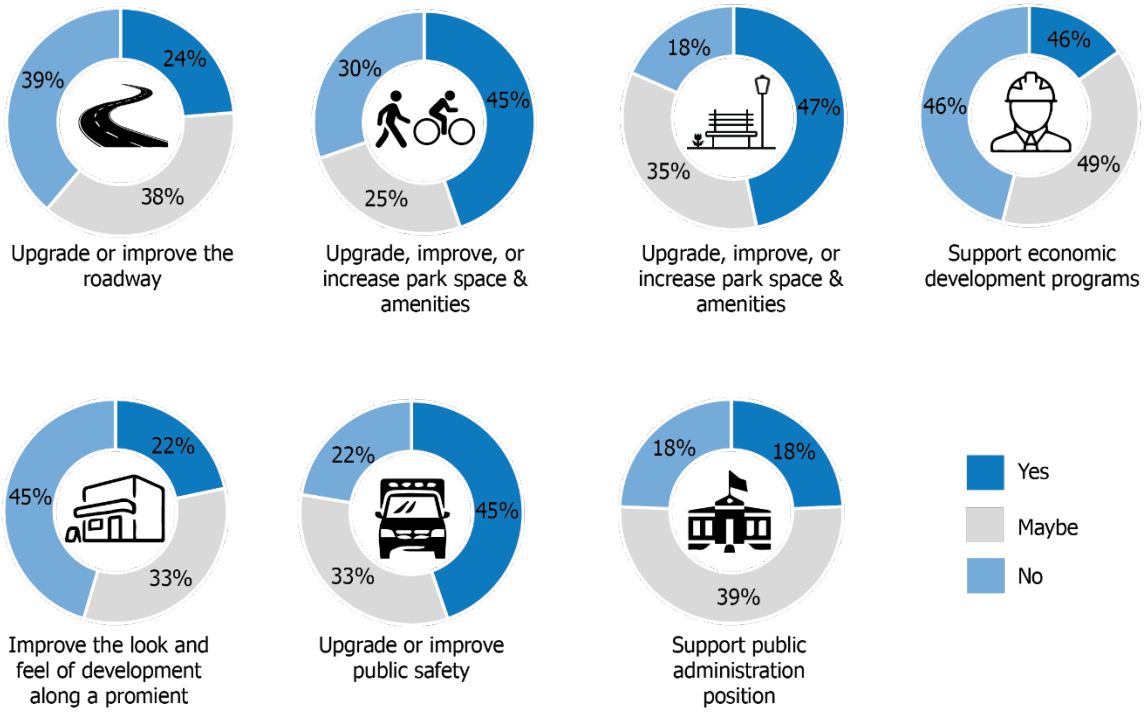
10. Do you agree or disagree with the following statements?

	Agree	Neutral	Disagree
I am within walking or biking distance to parks and open spaces	75.0%	11.2%	13.8%
I am withing walking or biking distance to shoppping (groceries, necessitities, retail, ect.)	66.4%	15.1%	18.4%
I have access to arts and cultural opportunities	80.9%	13.2%	5.9%
I have access to affordable childcare	9.2%	80.3%	10.5%
I have access to adequate educational and/or professional opportunities	33.6%	50.7%	15.8%
I have access to adequate health care	48.7%	25.7%	25.7%
I have access to spiritual/faith-based opportunities	61.8%	34.2%	3.9%
I support historic preservation	81.6%	11.8%	6.6%

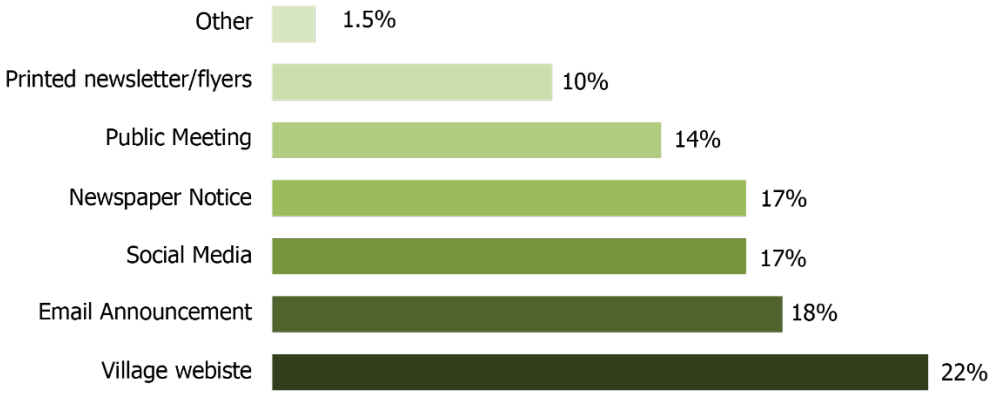
11. Do you think Sister Bay works well with its neighboring communities.



12. Would you be willing to pay increased taxes or fees for the following?



13. What is the best way to keep Village residents informed?



14. In general, what is missing or lacking in Sister Bay?

	#	%
Parks and Open Spaces	35	8.3%
Trails	45	10.6%
Restaurants	9	2.1%
Shopping Options	29	6.9%
Housing Options	75	17.7%
Park Amenitities	16	3.8%
Bicycle and Pedestrian Connectivity	69	16.3%
Healthcare	36	8.5%
Servicse/Activities for seniors	36	8.5%
Services/Activities for Children	30	7.1%
Entertainment Options	13	3.1%
Others	30	7.1%
Total	423	100.0%

Other (open ended)

- As an aside....it is difficult to find a variety of evening dining on some days, especially Mondays. If tourism is promoted, need a variety of dining esp. at night.
- We need year round kobs with higher wages/benefits - not seasonal jobs. When interest rates & home prices were low locals couldn't buy homes due to only low wage tip based income. Sister Bay had failed our children.
- Dog park that is usable in the winter.
- police to enforce speed limits and weight restrictions on fieldcrest road
- Street Trees. Plant hundreds more along roadways, downtown, and along the multimodal path.
- Quiet and simple charm. I try to avoid the area as much as possible.
- Year round non-tourism focused businesses, and full time employment that offers benefits.
- Safe streets for driving
- Forward thinking planning, RE: traffic
- Parking on the back roads like spring road. Like Egg Harbor did on their back road.
- Parking and a Shopco or real pharmacy
- Parking, controlled crosswalks, respectful tourists
- Parking
- Outside bathrooms and immediate care; how about having rotating doctors work nights and weekends at beautiful new building that sits empty at night and weekends. . What a waste. It's a beautiful office building. That's it.
- Shopping option like the former shopko. Too much is geared and priced for tourists.
- Preservation of historic character
- Parking outside main corridor with shuttle option
- INTERNET
- Trees
- Splash pad
- Airbnb and short term rental regulations/enforcement
- Downtown parking, more shopping downtown
- Transportation between communities
- Fair priced grocery store. Shouldn't have to drive to Sturgeon Bay to pay $4.98 for 18oz. corn flakes instead of $8.69 for the same at Piggly.
- I think the all of the above are pretty well covered.
- Downtown rooms to compete with STR's

15. What types of housing issues do you believe exist within the Village?

	#	%
Shortage of Single-Family Starter Homes	93	18.2%
Lack of Rental Housing	44	8.6%
Lack of Mixed-Use Housing	17	3.3%
Lack of Multi-Family Housing	16	3.1%
Abandoned or Rundown Housing	6	1.2%
High Property Taxes	35	6.8%
Lack of Assisted/Senior Living Apartments	23	4.5%
Lack of Workforce Housing	95	18.6%
Homelessness	2	0.4%
Lack of Affordable Housing	92	18.0%
Lack of Housing Availability	54	10.6%
Lack of New Housing Development	10	2.0%
Non of the Above	16	3.1%
Others	8	1.6%
Total	511	100.0%

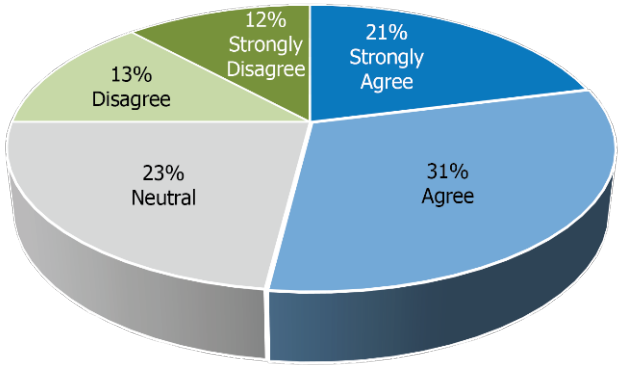
Other Housing Issues (Open Ended)

- Our children lack the income to qualify for home loans due to low wage jobs fostered by the plan commission and trustees. Our next generation will fall even further behind if they don't leave for better paying jobs.
- Dorm-style and studio apartments. Single-family homes as rentals (the cheapest way to house workers)
- Leave housing alone, except for historic preservation
- Too many rental houses
- Air bnb over populated and allowed
- Airbnb and short term rental controls
- Stop Building all those low income housing in a Resort community, there Not
- Too many high priced condos and houses!

16. What do you think about the Village's supply of the following housing types?

	We have too Much of this Housing Type	We Have Enough of this Housing Type	We Need More of this Housing Type	Unsure
Single-Family Detached Housing	3.9%	23.0%	51.3%	21.7%
Single-Family Attached Home (townhomes)	7.9%	30.3%	32.2%	29.6%
Duplexes	7.9%	24.3%	25.0%	42.8%
Triplexes and Quadplex	14.5%	23.0%	15.1%	47.4%
Accessory Dwelling Units (ADU)	7.9%	8.6%	19.1%	64.5%
Small Multi-Family Buildings (-12 unit per structure)	15.8%	19.7%	25.7%	38.8%
Large Multi-Family Buildings (12 or more units per structure)	25.0%	25.7%	13.2%	36.2%
Manufactured Homes (mobile homes)	25.0%	27.0%	4.6%	43.4%
Government Subsidized Housing (e.g., dedicated affordable housing)	15.8%	16.4%	34.2%	33.6%
Senior/Assisted Living	7.9%	22.4%	36.2%	33.6%
Workforce Housing	11.2%	5.3%	69.7%	13.8%

17. Agree or disagree? The Village should welcome a greater mix of housing types, including apartments, condos, row housing, townhomes, tiny homes, etc.



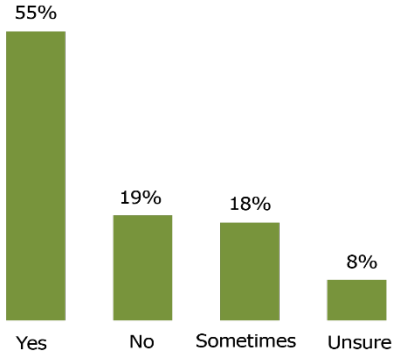
18. Please share any additional details about housing within the Village.

- Have gotten too many condos.
- Limit size of condo and multi-family housing, especially of the rental type.
- We have enough single family detached homes, and any new inventory should not be government funded or controlled. Employers who need workforce housing should build and pay for that themselves. They shouldn't be looking for the rest of us to subsidize them. All new housing should be market rate and privately funded - not subsidized but local taxes. Reduce lot sizes requirements and increase density on the Wiltse property to accommodate small home sizes to create a range of housing from tiny houses to multi-unit housing. Dump the idea of putting any government buildings on that property.
- Until the Village looks at how crowded the roads are (at least half the year), I feel no more housing development should be considered. Let's stop putting the cart before the horse.
- Allow tiny homes under 1,200 sq/ft.
- affordable housing for workers in service sector
- Not sure how anyone who works in Sister Bay can afford to buy a home here. This is profoundly dangerous to the health and long term viability of the community.
- We need larger apartments with 3 bedrooms and more 1 bedroom and studio apartments. The average starter home in Sister Bay is now $500K which is out of reach for first time home buyers. We need $350 - $400 homes that aren't falling apart, so that young families can invest and stay in Sister Bay.
- Look for infill property opportunities that don't require building out roads, sewer and water and electric.
- Severe lack of homes available for new families that do not qualify for subsidized housing
- Don’t allow big companies in anymore
- Sister Bay has plenty of open land to build new housing.
- Needs to be more affordable
- Historically, it seems like the village Has been founded with single-family seasonal homes. However, it isn’t realistic to think that this can be a secluded, exclusive, slice of heaven for a few people. It needs to be appealing to a much wider range of people.
- We should limit building housing that allows for VRBO, etc. We are getting too crowded.
- The village used to be a small wonderful community and has become Fish Creek with all the crowds and traffic. I am within walking distance to a grocery store but am afraid to cross 42 with the traffic.
- One of the biggest issues seems to be affordable housing for workers and locals. The large complexes recently built (Hwy 57) are a help but do we want to change the look of the community by adding even more? It seems development of this kind of housing in Sturgeon Bay would make more sense - with affordable public transit to bring workers up.
- More housing is not a right. Preservation of land/history is too important.
- You are catering to the tourists and second homeowners. Not the locals, who want to work here but can't afford the housing.
- You priced your way out of the market. Affordable housing will need to be built in other communities that have much lower tax rates.
- Don’t build on every piece of green space left.
- Bigger isn’t better.

- The village should be looking to develop housing for residents who work here and want to live here year round. There is too many places that are used as second homes, vacation rentals, high end units. The wages here do not support living here unless you work multiple jobs and living in undesirable situations.
- Worker housing is needed
- Village government should stop trying to reduce home values.
- Smart planning needed. Use space that's closer to town, within bike/walking distance, for higher density homes.
- I am not sure what types of housing is needed in Sister bay. I know we need workforce housing but not sure much more can be built within the village limits. Cooperation with Liberty Grove and Ephraim maybe. Too many empty homes and condos. The cost of renting or owning is way way too much.
- Too many short term rentals, VRBO type
- Given the traffic and parking issues we have, it is irresponsible to talk about adding more housing.
- The Village needs anex property from Liberty Grove in order to provide more Housing.
- People need affordable single family detached housing to raise a family, and seniors need smaller homes to downsize.
- Any new developments add to population, congestion, other ugly unintended consequences. Planning focusing on changes and so called improvements is tragically misguided. Welcome to Wisconsin dells.
- No more condos
- I did research recently the average home sale is 850,000. Although that seems wonderful, it is pricing workers and kind standing home owners out! There should be a stop on air b and b homes! The character is hon in sister bay! Soon it will have a Starbucks and Walgreens in the corner! There is no going back to the beautiful little town it was.. a sweet tourist destination with activities for them All condos in town should have one owner and short term rentals should be limited. Need housing for workers!!!!
- "Tiny homes and specific tiny cabins. We certainly do not want trailer parks and run down shacks.
- Tiny homes / ADU's should be available to land owners barring they follow specific aesthetic and maintenance requirements.
- Housing is so expensive.. for our growing family to enjoy our historic property being able to connect attractive tiny cabins would be game changing. "
- Continue to add affordable options for YEAR ROUND residents.
- I own my home and was lucky enough to have received the opportunity to buy it. However many people have been hurting for places to live and struggle to stay in door county due to this fact. Therefore it needs to happen. The working class is struggling to do so and are forced to leave what we all like to call as home.
- There is NO affordable housing for the working or senior population. People have to drive from Sturgeon Bay to get affordable housing now.
- It just needs to be away from downtown. It has been overbuilt.
- It seems like air bnb homes are in excess. We need starter homes for young families.
- "Too many short term rentals. It seems that there are more short term rentals than
- resident homes. It is a problem as the buyers of the homes that are to be short term rentals pay up to double of what the home is worth causing the assessments of
- the residents' homes and land nearby to be increased, thus increasing taxes more than
- what is reasonable.
- Rents are too high for what we make. I wish we could get our own small house but they're not affordable.
- No mobile homes. Small, single family homes are needed. Accessory structures for workforce housing could be allowed but not as an STR.
- I worry because subsidized housing in my residence area (outside SB),that has become a high crime area. If there are only jobs during the summer, will businesses pay unemployment wages to laid off workers. Will that be enough to live on. Can Sister Bay provide supportive services to families that may be struggling with domestic abuse, child neglect, or more of the problems that may appear with young, working families. Can HSD expand enough to provide enough case managers. I've worked in homeless, and domestic violence centers. A problem was a single man sometimes demanding that woman let him live with her, maybe from another area. A dentist in Sister Bay I think advertised that he would take Medicare patients. People started to drive up from as far as Illinois for dental work for themselves, and children. These are good goals, but I think it would also become necessary to study supportive services we can offer.
- Airbnb and short term rentals are destroying neighborhoods and over taxing infrastructure
- Current development trends toward typical sprawl, which is economically unsustainable at low densities. Preference should be given to brownfield redevelopment of existing corridors.
- Don't want Sister Bay to look like a suburb
- STOP ALL MULTI-UNIT HOUSING DEVELOPMENT. We have enough already. Sister Bay has LOST ITS CHARM.

- "There has been a nice investment in low income housing. I'm not sure the renters truly qualify as lower income though. Maybe the vetting should include investments etc.
- We don't need row housing or apartment complexes in abundance. Especially if more than two stories"
- Zoning such as lot sizes increases costs
- Workers need a decent place to live.
- Please, no trailers.
- I like what I have heard about the possibility of a new housing development for locals near the sports complex.
- We need more non car dependant housing options.
- "Stop Building, you have enough
- Need More Green Space"
- Please limit the amount of Short term rentals, they are ruining our neighborhoods.
- SLOW DOWN! Focus on solutions for seasonal workers. Otherwise, initiate a pause on all new development.
- Please slow down on all the building in Sister Bay, it affects all parts of infrastructure. Preserve the green scape that seems to be disappearing. Sister Bay is a Village, not a city.
- We are creating too many apartment complexes and these are not filling the needs of the workforce. Some are being used by seasonal visitors. They are not pleasing to look at and are increasing our population unsustainably.
- Tiny homes are the wave of the future & should be allowed in the village
- Housing will come when minimum wage is increased and benefit packages offered with full time employment. In addition, cost of living raises given annually without exception to all public employees.
- There is very little "affordable" housing for: early in career or individuals, young married couples, small families. The Shoals 'affordable housing units have very low income limits that are incompatible with these groups (require <32K for single, <42K for married) and are priced such that those that meet the income requirements can only afford if they have financial assets (i.e. retired).
- We need more homes priced affordably for our young workforce-young adults just getting out on their own.
- Too many short term rentals are making housing in affordable
- Air B&B is out of control
- Would like to see affordable housing for nurses, teachers, etc that work in our community.
- Affordable rentals.
- I believe we should invest in townhomes and condo complexes like Egg Harbor that can hold more population
- i do not know
- We have to much housing we need to save the beautiful land and keep housing off of it for hunting and animals and enviornment
- Need more worker housing and less apartment, condos, etc
- I don't live in Sister Bay.

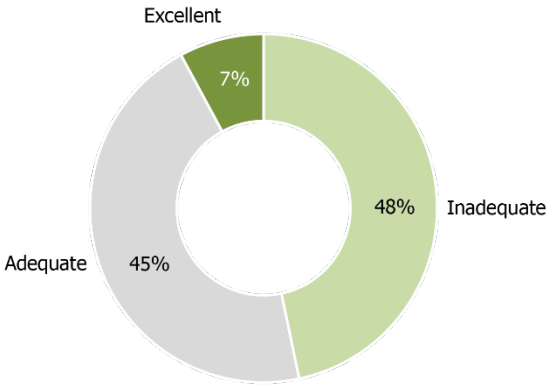
19. Do you have adequate access to broadband while residing, working, or visiting the Village of Sister Bay?



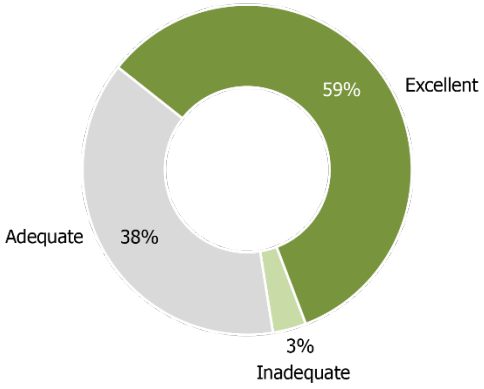
20. The Village should encourage the following types of development:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
Commercial Development, Incuding Retail	8.6%	28.9%	30.3%	18.4%	13.8%
Office Development	5.3%	18.4%	43.4%	22.4%	10.5%
Industrial Development	5.3%	18.4%	43.4%	22.4%	10.5%
Mixed Use Development (commerical with	3.9%	-9.9%	27.6%	39.5%	19.1%

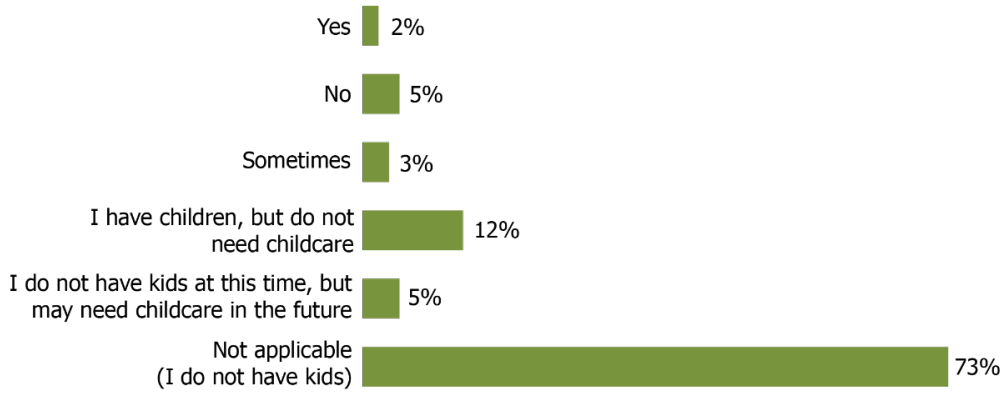
21. Year-round job opportunities in Sister Bay are:



22. Seasonal job opportunities in Sister Bay are:



23. If you have children and live or work in the Village, do you have adequate access to childcare?

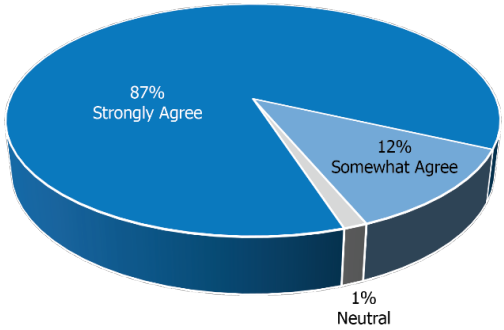


24. Please share any additional details on economic development within the Village.

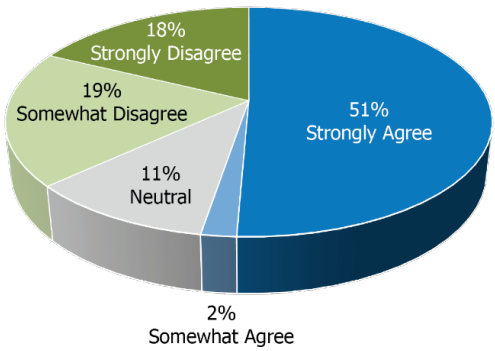
- Not well enough informed to really comment.
- Phase out seasonal employers. They are killing opportunities for our children. They don't provide living wages/benefits. These employers are failing our children and primarily benefitting themselves. They have turned the waterfront commercial district into a grand traffic choked liquor store. These jobs cannot sustain our children. The plan commission and trustees are failing miserably, and create diversions to make it look like outsiders are the big issue - when this local government fails to create real financial opportunities for the next generation - to support their families they have to leave the area for any growth opportunities.
- Hate to sound like a broken record, but the first ten important considerations are roads before any building of any commercial or residential units are needed. Air B&Bs will close down schools and non-profits in twenty years (or before) if residential zoning is not enforced.
- need business but also affordable housing for workers associated with the business
- "We need to do something to help convert the Krist Foods property into a viable business space. It is an eyesore and could be a huge opportunity for an investor that would generate tax dollars for the Village. We have no where to shop for general merchandise that was available at Shopko, so have to buy from Amazon or drive to Sturgeon Bay.
- I have childcare now, but have lacked in the past.
- Economic development should be focused on businesses that would serve the community, especially from November to May.
- Most of the seasonal work is geared toward younger or more physically able people. For example, being able to lead a kayak tour, or Seqway tour, or being able to work in a fast-paced restaurant settings. It would be great to see economic development, initiatives, focused on bolstering a year-round population, some more businesses that are non-tourism focused could thrive.
- Please stop building so many hotels and condos. We are overcrowded already. We need bike lanes on ZZ and Old Stage.
- Please look into community supported affordable WiFi, as other municipalities in Door County has done.
- The main town area has been over developed. If any further development takes place, it should be away from the main downtown area. Leave the post office and village hall alone. That’s what makes this village so beautiful!
- Too crowded
- Seems like we are full. A lot of folks are making a lot of money. How much is enough for them? Let's put the brakes on development for now.
- Leave well enough alone.
- Improving broadband right now, in my opinion, is a waste of money as we will all have as good a service as we need soon with the new satellite that is currently available for boats and RV's.
- Chop charges 3% for help housing. Is that a township effort? If not perhaps you should
- Shut down the road main road during weekends make it exclusively for pedestrians
- Support residents. Without workers, business can not survive.
- We do not need to subsidize businesses, just make the conditions to encourage investment.
- Preserve the town hall and post office buildings. Make parking avaiable at new post office site.
- Embrace growth by fostering tourism and migration of new residents to our community looking for a rural lifestyle, respect the natural beauty of DC yet seek upscale creature comforts. Retail/restaurant/entertainment venues should be further promoted in SB to build on DC’s reputation as a unique, highly sought after destination in the Midwest and the rest of the country.
- Something needs to be done with the old Krist's/ shopko space. The Pie source and innovative print building is horrible. A blight! Country walk needs help as it is an eye sore! They should be ashamed of how they have let the parking lots and gardens go to such a horrible disrepair. The uptown needs better year round sidewalk and much of it needs repair. I dont agree it should be a snowmoile trail!
- "There seems to be a dichotomy between village administration/businesses and the residents. Administration/business wants continued growth, and the residents wants to stop growth before we change
- We're never going to have too many year round businesses, because we don't have the workforce, and the village wants to build more housing for more workers, who cannot earn a year round living."
- Need more Village Parking
- Village is currently over developed for tourism to the detriment of permanent residents.
- More parking, no more condos. More walkways and seating along lakefront
- The town has lost its historic charm and become a giant bar.
- I feel the growth of sister bay has been
- We need good paying jobs so our young people do not all move out of here. They cannot afford to buy a house on their income and the high prices of homes since they are all being bought to turn into vacation rentals.

- If you move the post office, move it near the ball field or somewhere it will be more accessible to the elderly. Parking isn't easy downtown. When it comes to development, less is more. People like our small towns/villages.
- I wanted to know how much the current taxpayers here may be saddled with the TIF borrowing. Why can't the Village take a break from construction? There has been lots of construction. I don't think the Village wants more seniors, but that will be an issue for them to graciously consider while the BB Generation moves through. There will be lots of real estate as they age out. It seems so frenzied downtown with the tourists. Slow things down to see how they progress. You don't need to add more noise, and traffic. Sometimes it's better with less. You've all done well, it must be a time-consuming job.
- Losing Shopko was a step backwards — a quality replacement for a Shopko like business would be desirable
- Prohibit tacky subdivisions
- More restaurants and boutiques.
- We need services and retail. Large office complexes are not needed.
- Piggly wiggly helps with food but another retailer like the small Shopko would help locals with less costly puchases. Make less trips to Sturgeon Bay. Reduce cost of living in Northern Door.
- No need to provide more amenties and shopping opportunities for tourists.
- More development means more people and I think we've about reached our limit.
- We need more mixed used zoning
- "Everyone drives to Fishcreek to Shop
- Learn from this, keep people shopping in Sister Bay "
- We need more services! A bigger pharmacy, affordable clothing & shoe stores, a Target or Kohls type store is desperately needed. More shopping choices.. we need another grocery store or Kwik Trip
- I'm waiting to see a cross country ski trail at the Sports Complex that I can walk or ski to from my home.
- Smart managed growth than balances the need for jobs with the ability to house those who would fill those jobs. If we have jobs but only housing is far away (Sturgeon bay) there is no 'community' being built, its just a place to work and vacation.
- Think we're close to over doing it.
- Village Board members should remain neutral when deciding specific projects
- We need more of a coirprate landscape
- Again I do not live in Sister Bay.

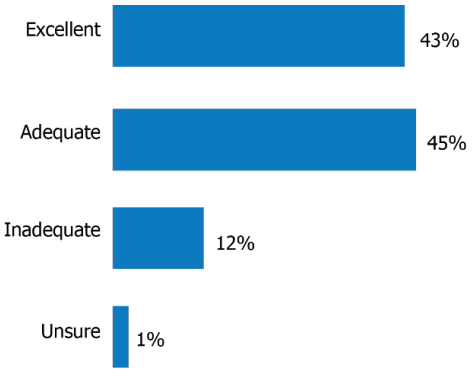
25. It is important to preserve and protect the shoreline along the lake.



26. The Village of Sister Bay should make efforts to preserve and protect cultural and historical assets.



27. The quality of parks and outdoor recreation spaces in Sister Bay are:



28. Within the Village of Sister Bay, how often do you use or partake in the following?

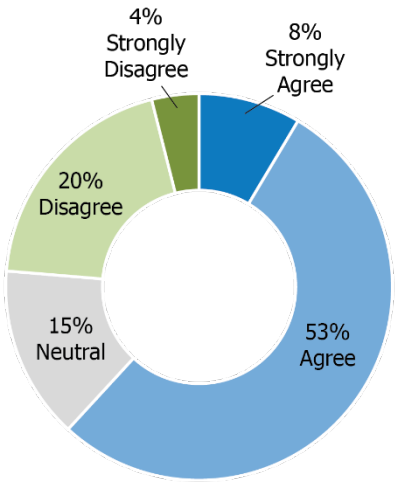
Facility	Almost Daily	Somewhat Frequently	Frequently	Occasionally	Never
Waterfront Park	18%	34%	28%	17%	3%
Marina Park	14%	26%	23%	26%	11%
Ice Rink	1%	7%	7%	41%	45%
Facilites Available for Rent in the Village Parl	0%	1%	4%	22%	74%
Dog Park	4%	7%	8%	22%	60%
Sledding Hill	1%	4%	6%	29%	61%
Movies in the Park	1%	8%	6%	36%	49%
Gateway Park	0%	7%	3%	20%	70%
Sister Bay Sports Leagues/Summer Camps	3%	4%	9%	16%	68%
Snow Sports	3%	2%	5%	28%	63%
Sister Bay Water Sports	6%	13%	16%	39%	26%
Sister Bay Beach	13%	22%	27%	34%	5%
Sister Bay Sports Complex	6%	9%	22%	37%	26%

29. Please share additional details about parks, outdoor recreation, cultural resources within the Village of Sister Bay.

- No trails; nothing for seniors
- Retired. Some of above does not apply, but family use when in town.
- The old village hall is not historically significant so don't waste any money on that. Tear it down and zone it for a private sector office condos. Use proceeds for affordable housing. Don't waste tax dollars on this boondoggle.
- Dog park gets daily use more than some of the above. Just saying..... Waterfront is lovely (used half the year) but dogs need exercise year round and tourists with dogs are mounting in numberrs.
- Good kayak launch area
- I look forward to having Village Hall a refreshed and multi-use center for community activities, particularly during the off-season.
- We need an Ice Rink that has refrigerated coils so it can be open daily for 5 months a year. We need a Community Center with programs for families, teens and seniors and adjacent to an expanded Sports Complex. Developing with area will draw people away from downtown and the beach in season and create activities for locals in the off season. We need bike and walking trails to neighboring communities as well as around Sister Bay.
- What/where is Gateway Park? Given that Sister Bay is one of the fastest-growing communities, and has seen a surge in residents under 18 and especially under 5, the village should be creating additional playgrounds and year 'round activities for youth and teens (ice rink, playgrounds, bike paths). This shouldn't all be on SBAA.
- Ice rink! The village needs to support updating this great asset!
- Age is interfering with my use.

- More natural areas!!!!
- Need to preserve/restore the natural shoreline. The businesses downtown will be affected by rising water levels within 50-100 years. Need to plan with that in mind. Better to have more open space downtown and preserve some “uptown” land for businesses that will need relocating in the longer (but not that far off) future.
- The dog park NEEDS a large dog/small dog divider!!! I will never take my 27 lb Aussie there as she was manhandled by large (labradors) dogs when she was young! It is not a safe space for small dogs! Baileys and Egg have better dog parks than Sister Bay! Also it’s silly to not allow dogs south of the marina space!!! You simply need more poop bag stations and signs demanding pick up!
- Just because I don’t use all the record options doesn’t mean I don’t support them. I know many people do take advantage of these opportunities.
- Create some full time pickleball courts. Not converted tennis courts.
- Nice job of supplying parks ect for all adjacent communities that don't pay for them.
- Park entertainment by beach too,loud, feel bad for condo owners. We don’t need more bars
- Mulch does not make for a soft landing for playgrounds. Look into the bouncy type rubber flooring.
- Don’t try and cram every possible activity into the village—Door County has many opportunities throughout
- The village is behind in developing permanent pickle ball courts with permanent nets.
- Move the post office. It’s not in the right place and interferes with park-like activities.
- I attended the open house for the Parks at the fire station a few weeks ago. Please make a timeline for the plan, and the costs involved.
- Love the Marina and the Boat Rentals
- Although I don’t use a lot of these options I believe they should be available
- "Preserving parks and keeping them less developed like pebble beach would add value to Sister Bays character.
- ADA parks and public areas are always needed "
- I love the beach in Sister Bay! Add water quality tracking sign like they are in other communities.
- Needs to be more competition so better ammenities and types of boasts jet skis are available. Also they should absolutely not rent those 3 wheel cars next summer. Accidents waiting to happen.
- "Pebble Beach is a great addition. I am happy that it is still dog friendly.
- Its a great place to launch a kayak.
- The parks are adequate but are already starting to look dated. The playground needs to be updated. Parking around waterfront park needs to be improved. The parks could use art and an improved look.
- "The dog park seems popular, but it looks like it will be much smaller when it's relocated. Maybe it should be built closer to the restroom, and warming buildings.
- The drawings of the new recreational area show that a road will be put in that will connect to Scandia Road. I've been up over 20 years, and the cars, and trucks are really speeding as they travel West toward 42. Where Scandia meets Hwy 42, there is a lot of traffic. Cars and trucks are backing up into the road from Birdo's parking lot to the North. There are boats on trailers turning on to 42. With the new marina parking at the sports complex, and housing, that will increase. There is no space for walkers, some pushing baby buggies, to get off the road. The grass by the road is not cut, and gets so tall there is no way to step to safer ground. A traffic study should be done by somebody with the knowledge to advise about safety."
- The focus is on recreation and not on enjoying nature and preserving the water quality and supporting wildlife. I’d like to see more focus on preserving the natural beauty of Sister Bay rather than more sports fields and parking lots.
- No more downtown condo/apartment development.
- The Village has done an excellent job in this area. Keep it up!
- The ice rink project to keep ice stable would help winter use
- Job well done, especially the beach/marina
- All three- fantastic.
- We need cross country ski trails
- "Possible air pump for floatables by beach/bathrooms
- Food Trucks"
- We need an outdoor Community Pool
- Permanent Pickleball courts
- Think Sister Bay has done a fine job of developing the waterfront and sports complex. Paths for snowmobiling a plus as well. Sled hill is definitely something for really little kids. Proximity to Peninsula State Park offers any thing we might be lacking...real sled hill and plenty of trails for all levels of hiking.
- Parks are just a distraction from the real issues.
- there should be four-wheeler trails or make them road legal
- Keep more land for outdoor actiivtys.

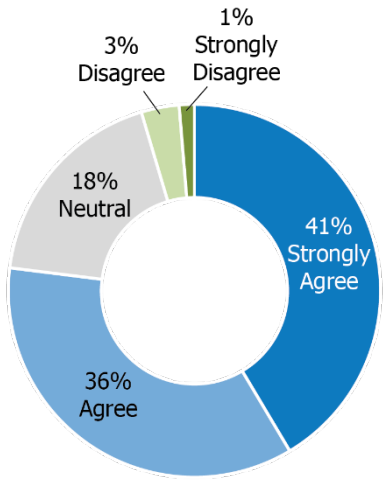
30. Agree or disagree? The general condition of local roads in Sister Bay are adequate.



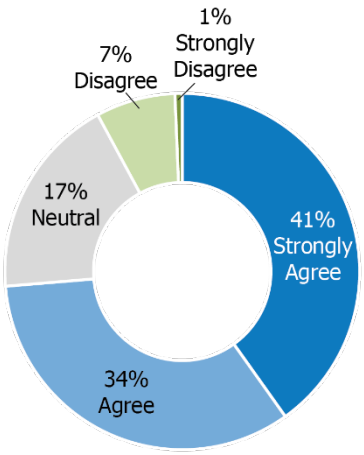
31. How do you feel about the following

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
There is adequate bicycle access and infrastructure (trails, bikes lanes, bike parking, wayfinding signage, etc.)	5%	16%	23%	38%	18%
Alternative modes of transportation, such as walking and biking are importatnt	45%	41%	9%	2%	3%
The access and flow of traffic in the Village of adequate	2%	18%	14%	44%	22%
The Village should offer EV charging infrastructure	17%	30%	28%	10%	14%
Village and sidewalks are adequate and safe	12%	45%	16%	20%	6%
Crosswalks in the Village are in the right location and are safe	7%	38%	21%	24%	9%
A shuttle service is needed in Sister Bay	24%	39%	26%	6%	5%

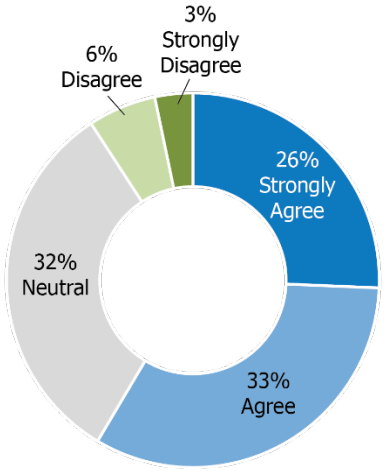
32. The Village should engage in bicycle and pedestrian planning and improvement efforts to increase access and safety within the Village.



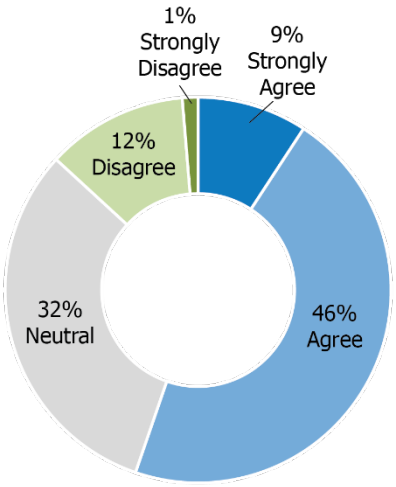
33. The Village should work to improve bicycle/pedestrian safety and access to neighboring communities.



34. The Village should explore the potential use of traffic calming methods on cross streets.



35. Signage and wayfinding in the Village is clear and understandable.



36. Please share additional details about transportation within the Village

- Add lighting and pathways up scanda rd and sunset rd for safety
- Appreciate availability of handicap parking
- Bikes in town are not safe. If people use the shuttle, it's a great way to keep more parking available without adding more space.
- Controlled crosswalks. The traffic issues happen when tourists walk out into traffic and do not use crosswalks. Sister bay has a pedestrian problem, not a traffic problem.
- Create more parking lots and spaces to clear up sidewalks
- Crosswalks ALL need the state sign in the middle of the road reminding the idiots from out of town that state law requires them to stop for the crosswalk!!! I have nearly been hit on more than one occasion! I also think they could update the paint more frequently!!!
- Crosswalks in town are OK. There is enough traffic & /parking that bicycles should be discouraged. Bicycle traffic between towns should be promoted on the back roads. The idea that the big hill descending from Townline Rd. toward Country Lane should be expanded for bike traffic is not smart, and a waste of money.
- Directional travel off H54 is sketchy at best
- Downtown parking is critical, need to explore additional options immediately east of downtown, perhaps around the fire station on Mill Road
- "EV charging stations are important but should not be on a street but in a parking lot.
- Bicycle lanes are important and should be included whenever a road is being redone or put in.
- The traffic flow is what it is. Would not like to see controlled intersections but having a timed electronic walk signal at Mill and 42 would help the flow.
- Pedestrian walkways are fine. That's why the village is adding sidewalks as they work on streets."
- Expand Spring Road to have parking on both sides like Egg Harbor did. We have plenty of parking lots.
- For 8 months out of every years cars dominate the village. I don't know how to change this. Bikes get squeezed out on the main drag. Pedestrians in cross walks having near misses with cars. Aggravating but I don't see a solution unless Destination Door County turns down their national advertising of our fragile little world up here.
- Get rid of parking lot in waterfront park
- I always try to avoid driving into Sister BAy in the summer. It is a nightmare.
- I am not sure there is much signage to direct people who are new to the area.
- I love the "Still waiting to make a left hand turn in Sister Bay" bumper stickers. Don't tell me there isn't anything the village can be doing to address this issue. This is a quality of life issue for residents and visitors alike. Get on it!!!
- I would like to see a large multi-level parking lot away from Bay Shore with shuttle service. I really don't like the idea of paving acres of land for cheap parking lots. It creates a lot of drainage issues and it's ugly. Let's make it easier and safer for able-bodied people to can walk or ride their bikes into Sister Bay and provide more bike racks. Let's discourage car culture and get rid of the congestion and associated air pollution which is ruining Door County for tourists. Let's provide people with a safe way to get back to their lodging places after having a few drinks.
- I'd like to see a resident only parking area in town during peak season. Metered parking in peak season would be ok. Find a way to restrict length of time parking in some areas and enforce it. Again it seems that convenience of parking is always geared to tourist needs.
- It's a nightmare in the summer!
- Love the above questions. Invest in the EV public charging. Traffic calming and pedestrian focus. Pedestrian oriented retail (a bit European) would be AMAZING
- Many roads are crumbling and some blithering idiots want to focus on EV charging stations and bike paths. Fix the dxxx roads first. You are doing terribly at this basic government function. There are plenty of parks for cyclist to use. Our roads are critical infrastructure - bike paths are a nicety. EV charging stations should be private sector just like gas stations are today. Only the grand liquor store that is the commercial waterftont distric will derive benefits from this so let them provide that service in their parking spaces. If any new parking lots are needed for your grand liquor store district create a tiff district to fund acquisition and operating expenses. Install parking meters in that same area to pay for any improvements needed. Don't pass that cost on to all tax layers.
- More parking may not be needed if shuttles and safe multiuse paths are available
- Most people don't know how to parallel park - have parking on just one side of the street on park on an angle so you are not waiting 4 minutes, watching a guy trying to park his wife's minivan that he never drives. It would be nice to have a walking/bike path on Country Lane - lots of traffic, bikers and walkers. Also a path to get to Ephraim and from Yacht Works to Beach Road. Make it safer for people to walk and bike.
- My opinion about this is skewed by the horror show of June through October. But making *more* parking available is foolish and irresponsible. That would only compound the problem.

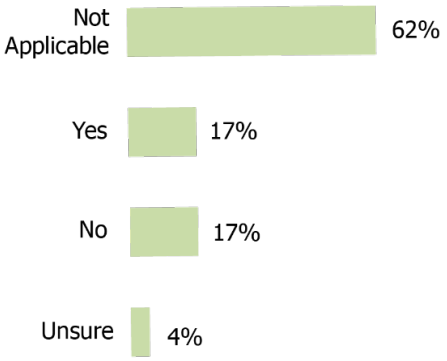
- Need more bike paths and Shuttle service
- Need more frequ, reliable bus shuttle. That will cut down the congestion.
- Need pedestrian walk ways to have signs put back in place. Better safe than sorry.
- need to coordinate shuttle service from egg harbor to ellison bay, like many cities we have visited
- Need to remove the parking space in front of the park across from Al Johnson's. We can never see pedestrians stepping out when trucks and suvs are there. Make it motorcycles only.
- Parking during park events is a problem. Need enforcement.
- People jump in front of you all the time. Put seasonal stop lights up
- Please stop grouping biking and pedestrian in the same questions! I'm all for more pedestrian access and sidewalks; bikes belong in the roadway. Please break these two groups into separate questions on any future surveys.
- Remove parking on Bayshore Drive and put in bicycle paths
- Sidewalks are needed on Fieldcrest Road because of The Glen. Crosswalks are needed in several locations on 42 out of downtown, as well as areas on Highway 57
- Signage is dated. Need better pedestrian flow throughout the village with sidewalks and trails. Bike trails in parts of the village but bike traffic can be a menace. Bikers don't like to obey laws and cause more issues than they are worth.
- Since I'm on the roads daily, a couple foot bridges OVER the highway downtown would make some sense instead of just crossing while using the phone or allowing children to walk into the street.
- Sister Bay doesn't have a parking shortage even on its busiest non-festival days. At minimum, the Waterfront Beach parking lot should be metered and the pull-up spots. Whatever is done at the old fire station should incorporate shared parking, and spring should have parking. Sister Bay Bowl could be metered during the day with revenue split between village and bowl.
- Sooo many people complain about all the traffic but it is only 2 blocks! The worst is the intersection at country walk and 42. Especially the pedestrian and bicycle traffic. The cars ignore them! I stopped to let someone cross in the cross walk and two cars went around me ! so awful
- Speed Bumps are harmful for cars. Have more police actually visable instead
- Summer traffic is out of control. It's time to stop development.
- The corner of Sunset and 42 is a dangerous intersetion if you are trying to turn left/south from Sunset to 42. They need to reduce one parking space by the realty company. You have to pull out in the roadway to see from the north
- The intersection of 42 and ZZ is horrible. Not only is it dangerous for cars and pedestrians but for a quaint village it's the most unattractive busy area in town.
- The pathways for bicycles, and pedestrians that are being discussed should have adequate lighting at twilight, and dark. Those who don't have lights, and follow other safety should be fined. There is no bicycle lane, so it's in the street and sidewalk. There are dogs, children, and seniors that are in danger of serious injury if they are struck by a bicyclist. There really are no speed limits enforced, and recreational use of alcohol, and/or illegal drugs is not illegal in Wisconsin for a bicyclist. If there is an accident, even a serious one, there is no alcohol testing like driver's are mandated to do. It should be posted to visitors so they can make sure their children keep a safe distance.
- The Village does not have a parking problem. For most of the year, we have places for people to park, they just don't want to walk more than a block from their destination. If we add more parking it will only draw more cars and it won't solve the perceived "no parking" issue. Build walking and bike trails, expand the current shuttle service. Add pay parking in high volume areas like the lot across from Waterfront Pavilion.
- The Village needs professional signage and directional information at most if not all corners. People should be able to know what is where and this helps the retail shops as well. The downtown is literally 4-5 bars and restaurants and its boring, unless you like to get loud and drink
- The Village should explore efforts to attract Ubers, Lyfts, etc.
- There is a lack of sidewalks, could use more on Country Walk Dr from 42 to 57. Lots of families walk to the Pig, to daycare and that area is very unsafe. If the Village gets EV charging stations they need to charge for that use
- There is little 'safe' (sidewalk, trails) access from the core of the village to the residential areas and a lot of 'street' walking is required to navigate the village without a car.
- "There is not enough parking in the tourist season.
- Additional parking lots are needed or shuttle from outer lots
- Why not lease the former Shopko parking lot and use a shuttle?
- A bike lane on Hwy 57 from the village to Country Lane is needed."
- There needs to be a much-improved flow of traffic within the city.

- Too many people believe the Village needs to increase parking and traffic throughput because it's "too busy." Yes, there are 10-20 days a year when traffic peaks, but you should not design a system based on those few days. Indeed, perhaps the high traffic counts will drive people away, which would be a good thing.
- Too much traffic and people in Sister Bay. Should have traffic areas and shopping areas separate.
- We need year round shuttles during the day that service the pig, clinic , banks & downtown. Not just the drunk bus.
- we need more non car based options
- we need more parking

37. Select all that apply.

	#	%
I am a permanet resident of the Village (year-round)	63	17.3%
I am a seasonal resident of the Village	43	11.8%
I live in a neighboring community yyear round or seasonally	32	8.8%
I work in the Village year round	24	6.6%
I work in the Village seasonally	4	1.1%
I work from home	20	5.5%
I am employed, but work outside of the Village	22	6.0%
I curretnly do not work (retired, unemployed, etc.)	41	11.2%
I own a business in the Village	15	4.1%
I own a home in the Village	64	17.5%
I own land or other property in the Village	22	6.0%
I rent a home or apartment in the Village	6	1.6%
None of the above	3	0.8%
Prefer not to answer	4	1.1%
Other	2	0.5%
Total	365	100.0%

38. If you currently rent or do not live in the Village and you were to own a home in the area, would you want your home located in the Village of Sister Bay?



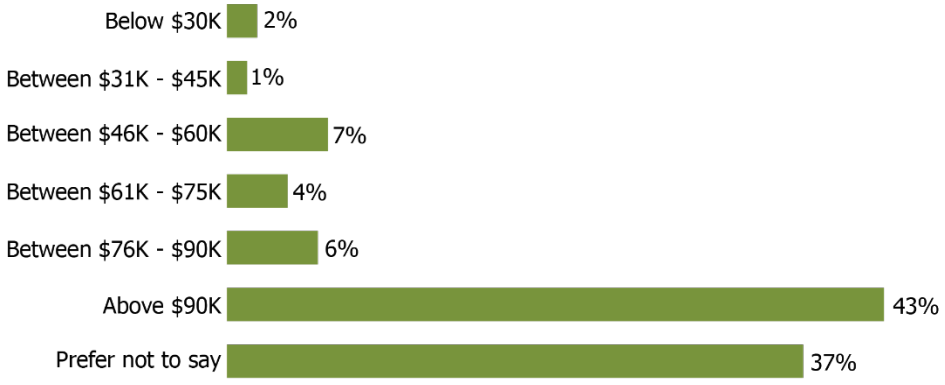
39. Please indicate what type of housing you currently occupy and/or own within the Village?

	#	%
Single-family detached home	73	46%
Single-family attached home (townhomes)	12	8%
Manufactured Homes	2	1%
RV or Boat	2	1%
Duplex	2	1%
Triplex	0	0%
Quadplex	2	1%
Apartment Complex (complex with five or more units	6	4%
Condominium Complex (complex with five or more units)	25	16%
Non of the above	24	15%
Prefer not to answer	7	4%
Other	3	2%
Total	158	100%

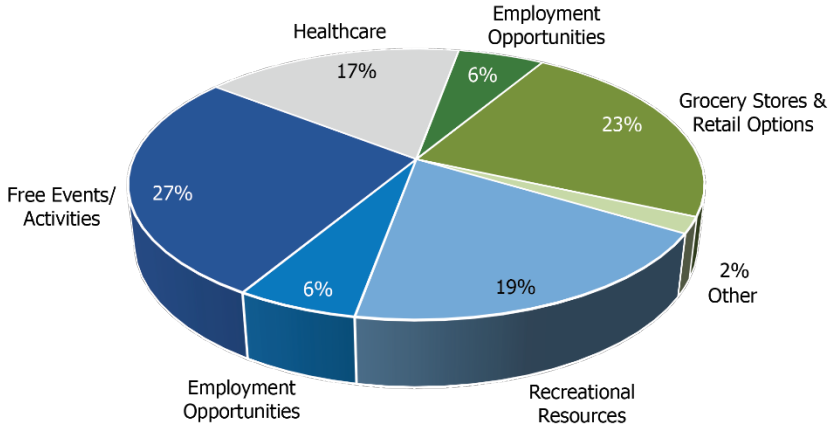
40. How many People live in your household?

Household Size	#	%
1	14	9.2%
2	90	59.2%
3	14	9.2%
4	15	9.9%
5	10	6.6%
6	1	0.7%
7	0	0.0%
8+	2	1.3%
Prefer not to say	6	3.9%
Total	152	100.0%

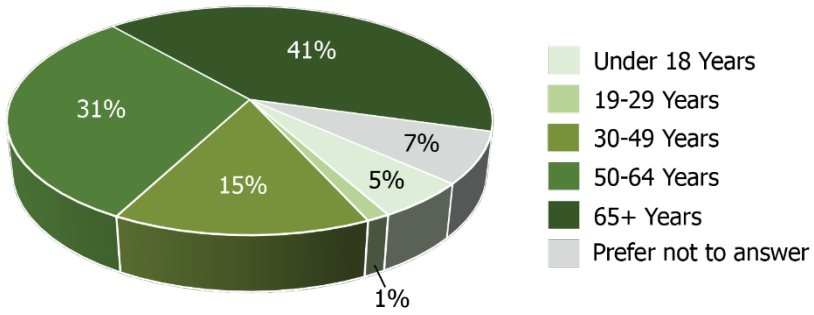
41. What is your annual household income?



41B. Do you have adequate access to:



42. What is your age range?

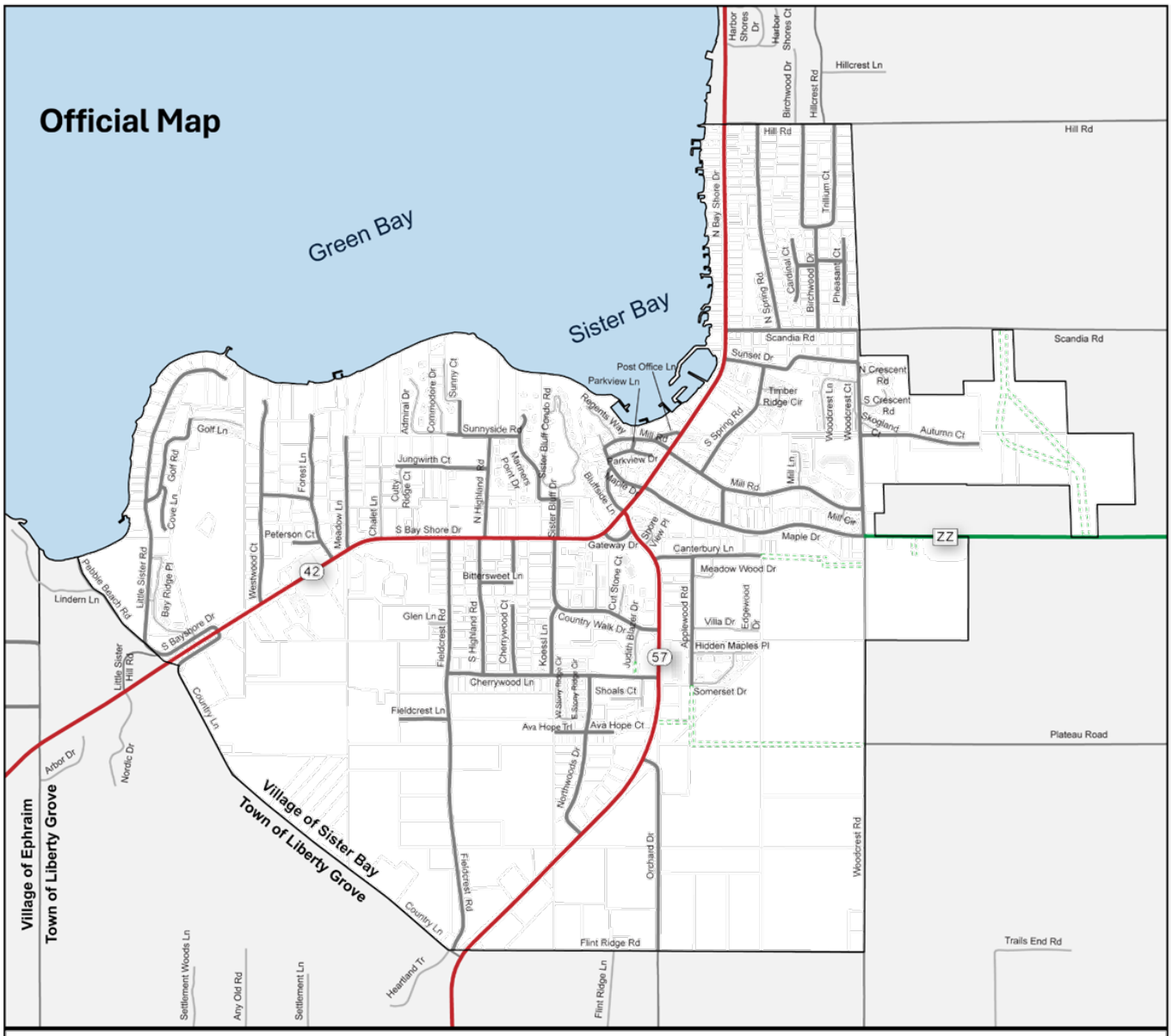


43. Is there anything else you'd like us to know about Sister Bay?

- Sorry to see it become sooooo crowded. Takes away a lot of the charm that did exist.
- The Village Trustees have no focus on Personal Economic Development of residents. There is not even a single committee focused on this. I am guessing that's because they are so compromised with their allegiance to seasonal businesses that they do not really care about locals and the next generation. The Plan Commission seems to have no interest in this, and is probably the biggest single failing component of Sister Bay Government. You are failing out children! The next generation is doomed to only have seasonal job opportunities - maybe you should remane Sister Bay "Bartenders-WaitStaff-R-Us".
- If the next 20 years of development are like the last 20 years, Sister Bay is looking for problems. Crime, road rage, theft and other issues are inevitable. Most of us who choose to live here do so because we don't want to live in chaos. We like living where people care about one another and know their neighbors. Look at who's buying homes now and realize how many live out of the area - or out of the state.
- It is responding to growing demands, but still growing and changing more quickly than we would like. The Village Administrator and the staff, and the Board, are doing a very good job under challenging circumstances. We support a much-needed new Village Building with a large meeting room, and post office relocation to old maintenance building area. Keep the old post office as a Village waterfront and community asset but demolish the obsolete Village Hall to complete the beautiful opening of the waterfront and increase the waterfront parkland. It would be unique and much-appreciated in Door County.
- traffic on fieldcrest road is dangerous to us walking the road. speed limit not enforced and weight limits of trucks taking 42-57 short cut. no need for tractor trailer trucks using fieldcrest

- I wish the Village would recruit several private physicians and a full-service veterinarian, perhaps in conjunction with other Nor-Door communities. And, although the genie might be out of the bottle, affordable housing for both seasonal workers and young families is essential to the long-term health of the community.
- "The residents of Sister Bay really care about our Village and want to know they are being heard. Communication from the Village is poor - no emails, bad website. It is rare that elected Village officials and the Village administration office will reach out to get input from residents, business owners, or any source that may have expertise in a project they are considering. The Village has sent surveys via email (with a very small data base) and via snail mail but has never published the results. Most people think the Village needs to be more transparent and not assume that everyone knows what's happening because they posted a meeting agenda that is only accessible deep inside the Village website.
- Need a place to dispose of brush.
- I avoid the village at all costs, except for Roots & Inn for lunches and DC ice cream. Most of the restaurants are touristy and subpar these days. Always take backroads to go north of the village.
- Please put a hiatus on building and stop tearing down charming buildings with character, history, and charm. Sister Bay is too congested and loud and I prefer the villages who have kept what makes the villages unique. Strict guidelines and a moratorium on tearing down smaller and older homes to build monstrosities. Rebuild structures lost to being torn down such as Sister Bay Automotive. Charm and history are more of a draw than condos!
- Love it with the exception of the few things I mentioned!
- Keep the charm and don't build more huge businesses that take away from the views
- I love Sister Bay! Please stop it from becoming more crowded. We need better ways to get around town by bike or walking.
- Love, love, love Sister Bay…. But not the traffic!!
- I use a mobility scooter to get around and it difficult to cross Hwy 42 to get to the piggly’s wiggly.
- I love Sister Bay. I remember about 20 years ago there was great concern that the town was in economic peril. The tourists were stopping in Fish Creek and Ephraim and not going up to Sister Bay. The purchase of the waterfront property was a bold move - and it kick-started much positive change for business owners and residents. But it seems that the ceiling for growth has been hit. Slow down, Sister Bay.
- Preserve! Preserve! Preserve!
- You have been and continue to price the local residents out of town. I grew up here but with I lived in Liberty Grove where my kids can afford to live when I no longer use the property.
- Definitely need more handicap parking spaces.
- "Was a great town when we lived there, not anymore. Like a Chicago suburb.
- Also you don’t enforce dog leash rules in parks EVER! "
- Please do more for the kids living in this village! They are our future and they need the best community possible to grow up in. An updated playground with soft landing and more for them to do (e.g. improved ice rink, splash pad) helps to keep them out of trouble and gives them space to be with their friends in a positive setting. We can do better for our kids, Sister Bay. We love raising our family here, but know it could be even better.
- It’s a great place to live but has yet to reach its full potential as a destination location.
- I still think the village hall is a disaster ~build something beautiful and functional!
- Keep up the good work.
- "A change is needed in zoning laws. The setbacks for single homes does not protect neighbors from the monster homes people are building. The same can be said for setbacks in the business district.
- Perhaps another moratorium for multifamily housing is appropriate."
- Sister Bay, Best Bay!
- The small town feel seems to be disappearing. Too geared for tourists and not year round residents.
- "It has become too crowded and frantic during the season for local year round residents. We no longer go to restaurants in the village during the summer because of crowding and long waits for a table. Entire village, indeed all of Northern Door, has been over developed.
- My residence is egg harbor which has the same misguided planning for change philosophy. Villages were once unique, historic destinations, now degraded due to misguided conventional planning for growth, tax base, etc. Not everyone or anyone can reside or work here. I avoid all of the villages.
- Where all taxpayer dollars are spent. Put more decisions on ballots for all county residents to vote on, not just a few people on village board. Spend taxpayers dollars spent more wisely. Too many local people making decisions and too much nepotism.
- I love Sister Bay and I want it to thrive without losing the small town, vacation charm.
- Good luck!
- "Internet EV Charging Parking / Traffic Issues Transportation "
- Sister Bay is my favorite place in Door County. I do not feel it is overdeveloped or too busy. I think that comes with being a tourist destination. We all enjoy the quiet of winter, but I also enjoy the busy of summer.

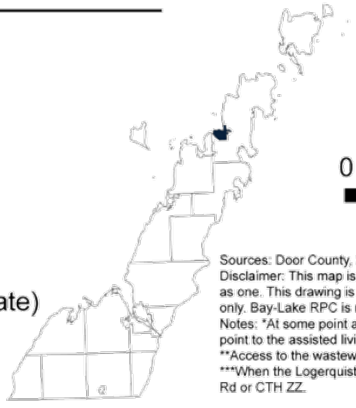
- "I grew up and lived in Sister Bay for 40 years and it used to be a lovely historic village but has really been ruined by all the big oversized buildings that were allowed to be built. Please do not destroy the little bit of character that is still left.
- I've heard people say that everyone isn't treated the same way when it comes to what they can and cannot do in the village. According to rumors, money makes a difference. I have no idea if this is true, but thought you should know. Is the smoke from Wild Tomato killing the surrounding trees? In planning, remember why people come here. Thanks for all you do. You can't please everyone, but trying to learn what people want is a good start.
- Short term rentals need to be limited. Too many in Sister Bay.
- Having been part of this community since the 1950's, I am disappointed that much of the original charm/historical character has been put aside at the expenses of its yer-round residents.
- I love Sister Bay even with many of the changes. Short term rentals is a real problem throughout the village. Quiet and clean neighborhoods become noisy. Foot traffic with groups walking through the neighborhood with dogs (without picking up after) is annoying and disrespectful.
- It's home!!!
- Keep development downtown. Avoid sprawl
- Eliminate short term rentals in Sister Bay condos. Too many transients. There are plenty of hotels, resorts and motels for these vacationers to stay in.
- In general, we love it!
- Door County has reached its capacity with regard to tourism. Only so many people and cars can funnel into a restricted geography. We have reached the saturation point. Any benefits accrued by encouraging more and more people/cars to visit the peninsula are more than offest by the damage done to the landscape and quality of life in this precious, fragile place. This sounds like pulling up the ladder behind me -- so be it. But the mindset has to change. For Sister Bay to remain a beautiful, special place, difficult decisions must be made, guided by the realization that we cannot afford unlimited development and more "progress."
- Do not move the post office. It, with the village hall are the architectural anchors of the village. If the post office facilities are not adequate build another post office but do not move that beautiful building. You can repurpose it if needed. What do the postal workers think? Do they need a larger space?
- "Need More Indoor activities for Winter ? Turn Shopko into Movie Theater entertainment etc Food-mini golf, Beer garden ? Ha Stop building so many apartments -place small flashing stop signs at cross walks -more designated fishing spots off pier -Bring in a winery, older people like Vino everyone has one except Sister Bay"
- Please keep the post-office, as-is.
- Slow down & stop the overdevelopment of our village
- Keep food trucks in commercial areas. Do not have them backed up to private homes.
- I grew up in sister bay. Moved away after high school and came back and started a family. My heart is here and always will be. It's disappointing to see leadership care more about flying pride flags than taking care of the people in the community.
- Please keep Sister Bay as is. Some things you mention like affordable housing may be needed. Other things you mention will turn Sister Bay into a suburb. Sister Bay is on the verge of losing its inherent charm by overdeveloping. Leave trails and bike paths in Peninsula Park and Nicolet or in any of the Land Trust parcels.
- We love Sister Bay for what it is, not for what developers can turn it into. You all do a great job planning and executing to keep Sister Bay what it is. We hope that continues for years to come!
- "We should preserve the main streets of the village and keep them free of 3+ story condos, hotels and businesses. It's losing its' quaintness and history as developers are snatching up prime real estate to develop for the private sector.
- We should put restrictions on STR's that have rapidly taken over our residential neighborhoods, increased our assessments and taxes and have undermined the fabric of our neighborhoods. "
- Municipal water is/was an important factor in our choice to purchase here
- Reduce the cost of the water bill plenty of people use hardly any water at all and are charged excessively
- It's a beautiful, welcoming village. Please keep it that way.
- I'd urge fewer crosswalks with perhaps designated times to cross rather than non stop crossing
- Do not retreat back to the dead zone.
- Decrease taxes
- four-wheelers road legal
- Keep the land



Official Map

Village of Sister Bay
Door County, Wisconsin

- State Highway
- County Road
- Village Street
- Town Road
- Private Road
- Proposed Right-of-Way (Approximate)
- Municipal Boundary



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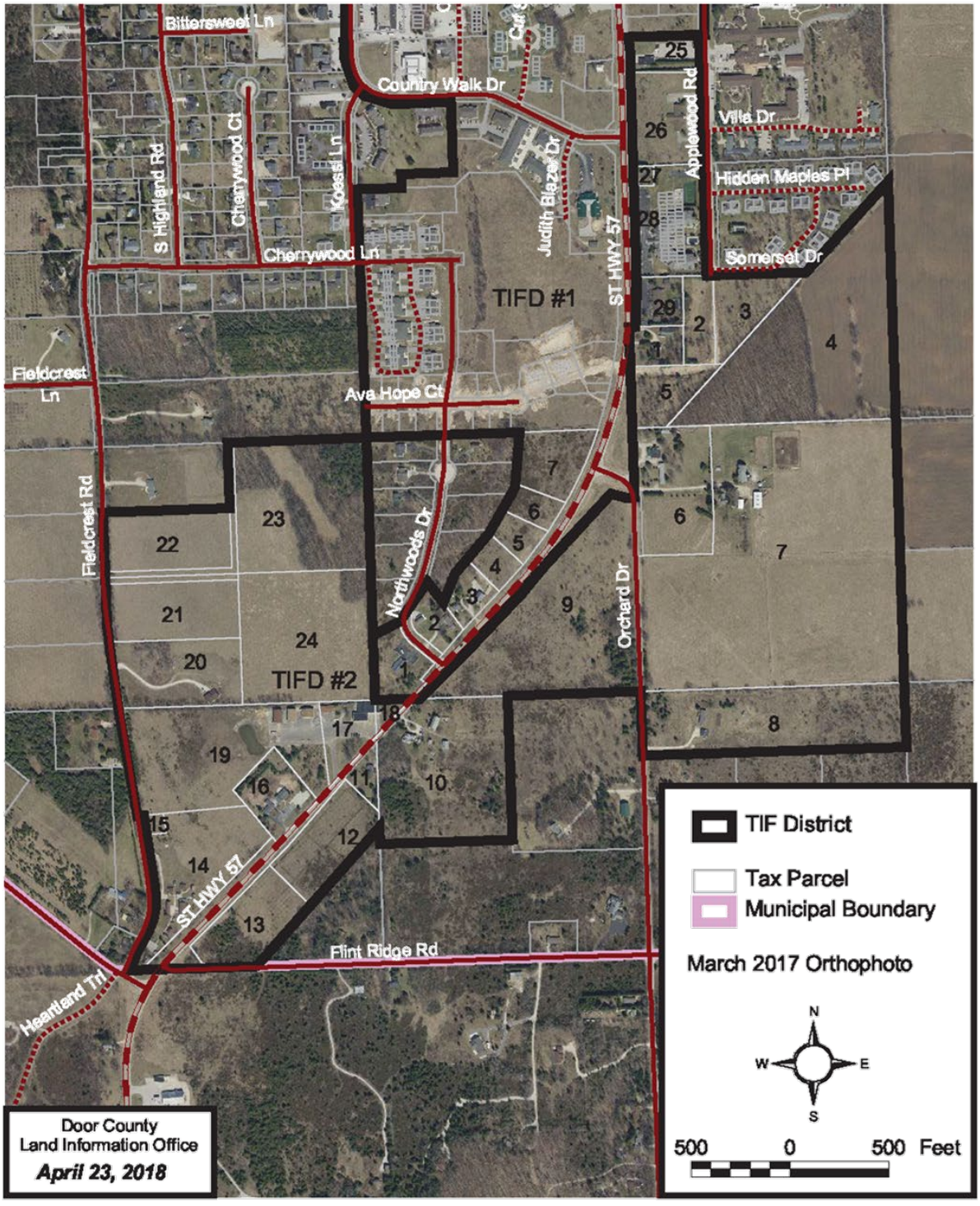
Miles

Sources: Door County, 2023, 2024; Village of Sister Bay, 2024; Bay-Lake RPC, 2024.
Disclaimer: This map is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data used for reference purposes only. Bay-Lake RPC is not responsible for any inaccuracies herein contained.
Notes: *At some point another way around Sister Bay Hill must be provided, and another access point to the assisted living facility (SCAND) must be provided.
**Access to the wastewater treatment plant directly from CTH ZZ will be created.
***When the Logerquist property is eventually developed, access will be developed off of Woodcrest Rd or CTH ZZ.

TIFD #2 and #1b Map 1

Boundary Map and Parcels

Village of Sister Bay



AGENDA ITEM 6h

Resolution 2025-002; Establishing an Ad Hoc Village Administration Building Review Task Force/Appointments

RESOLUTION NO. 2025-002

CREATING AN AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE

WHEREAS, the Village Board has discussed creating a task force to review eligible sites for the construction of a new administration building; and,

WHEREAS, volunteers have stepped forward to serve on that task force.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees for the Village of Sister Bay, to create an Ad Hoc Village Administration Building Review Task Force that shall be comprised of not more than seven stakeholder members. The task force will review the placement of the future village administration building and its design and interim options for the administration space. This task force will provide its results for the Village Board of Trustees at its June 2025 meeting.

BE IT FURTHER RESOLVED, the members to serve on the task force shall be as follows:

Dick Burress, Chair
Ken Church
Kurt Harff
Chris Hecht
Ron Kane
Brigid White
Jill Wiebe

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 25th day of March, 2025.

Passed and accepted this 25th day of March, 2025.

_____
Nate Bell, Village President

ATTEST:

_____
Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

AGENDA ITEM 6i

Resolution 2025-003; Extending the Term for the Ad Hoc Holiday Lighting & Parking Task Forces

RESOLUTION NO. 2025-003

EXTENDING THE TERMS OF THE AD HOC HOLIDAY LIGHTING AND AD HOC PARKING TASK FORCES

WHEREAS, Resolution No. 2023-026 created a twelve month Ad Hoc Parking Task Force on December 19, 2023; and,

WHEREAS, Resolution No. 2023-027 created a twelve month Ad Hoc Holiday Lighting Task Force on December 19, 2023; and,

WHEREAS, neither task force has met, and it is imperative to extend the term of the task forces twelve months so they can complete their work.

NOW, THEREFORE, BE IT RESOLVED the terms of the Ad Hoc Parking Task Force and Ad Hoc Holiday Lighting Task Force be extended until December 19, 2025.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 25th day of March, 2025.

Passed and accepted this 25th day of March, 2025.

_____
Nate Bell, Village President

ATTEST:

_____
Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

AGENDA ITEM 6j

Resolution 2025-004; Amending the Board & Committee Bylaws

RESOLUTION NO. 2025-004

AMENDING BOARD AND COMMITTEE BYLAWS

WHEREAS, the Village Board has adopted resolutions which require amending the bylaws of the Village Board and various committees; and,

WHEREAS, the Personnel Committee has proposed amendments to the bylaws of the Village Board and various committees.

NOW, THEREFORE, BE IT RESOLVED the Village of Sister Bay Board of Trustee Bylaws, and the Village of Sister Bay Committee Bylaws be amended as shown on the attached bylaws.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 25th day of March, 2025.

Passed and accepted this 25th day of March, 2025.

_____
Nate Bell, Village President

ATTEST:

_____
Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

Village of Sister Bay
Board of Trustees Bylaws
For the Government of the Village Board

(Amended ~~June 18, 2024~~March 25, 2025)

1. Meetings, Regular and Special

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

2. Quorum

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

3. Presiding Officer

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

4. Presiding Officer's Duties

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

a) A copy of the Bylaws;
b) A copy of applicable parliamentary authority;
c) A list of committees/commissions and the members of those groups; and,
d) A memorandum of the complete order of business.

5. Absence of Village President

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

6. Agenda

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

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

7. Term of Office

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

8. Committees and Commissions

There are five types of committees: *Standing, Statutory, Ad Hoc, Task Force, and Other Committee Appointments*. Committees, sometimes referred to as Boards, shall be established upon adoption of a Resolution designating the committee name, number of members, purpose and term. Members shall be appointed by the Village President and approved by the Village Board. Ad Hoc Committees and a Task Force shall be dissolved upon completion of the purpose for which it was created; said dissolution shall require Board of Trustees approval.

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

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

NAME & TYPE OF COMMITTEE/COMMISSION	**MEMBERSHIP**
Door County Coastal Byway Commission *(Other Committee Appointments)*	1 Trustee or Staff Person
Emergency Management and Hazard Mitigation Planning Task Force	Board President, 2 Trustees, County Emergency Management Director or their representative, and the Fire Chief. The Village Administrator and Village Clerk (as Recording Secretary) shall also serve on the task force but shall be non-voting members.

Finance Committee *(Standing Committee)*	3 Trustees
Fire Board *(Standing Committee)*	2 Village ~~Trustees~~ members and 3 ~~Supervisors~~ members from the Town of Liberty Grove
Fire District Exploratory Committee *(Other Committee Appointment)*	1 Trustee or Resident with recognized experience and qualifications, 1 Fire Fighter from the Sister Bay-Liberty Grove Fire Department and the Fire Chief.
Green Tier Legacy Community Committee *(Ad Hoc Committee)*	Village President or Trustee, Min. 3 Stakeholders
Historical Society *(Other Committee Appointment)*	1 Trustee who will serve as a Liaison
Holiday Lighting Task Force *(Ad Hoc)*	4-7 Stakeholders who elect their Chair and Vice-Chair
Housing Committee	5–7 Stakeholders, one being a Trustee, who elect their Chair
Library Commission *(Standing Committee)*	1 Trustee and 2 Village Residents, and 1 Town Board member and 2 Town Residents. A Secretary/Treasurer, who is hired by the Commission, as well as the Sister Bay-Liberty Grove Head Librarian serve as ex-officio non-voting members.
Marina Committee *(Standing Committee)*	3 Trustees, 2 Stakeholders, and the Marina Manager, who shall serve as an ex-officio non-voting member of the Marina Committee. Two alternates shall also be appointed to ensure a quorum is always present at meetings.
Parking Task Force *(Ad Hoc)*	4-7 Stakeholders who elect their Chair and Vice-Chair
Parks, Property & Streets Committee *(Standing Committee)*	3 Trustees and 2 Residents
Personnel Committee *(Standing Committee)*	3 Trustees
Plan Commission *(Statutory)*	~~4~~ 3 Trustees, ~~3~~ 4 Residents, and if available, one ex-officio non-voting Resident or Citizen member with recognized experience and

	qualifications related to planning and development. The Chairperson shall be the Village President or their appointee. (Terms are dictated by statute and require a three-year term.)
Sister Bay Advancement Association - SBAA - Board of Directors *(Other Committee Appointment)*	1 Trustee, who shall be a voting member of the SBAA Board and shall also act as the Village Board Liaison to the SBAA.
TIF Joint Review Board *(Statutory)*	1 Trustee, 1 Resident, 1 representative of the County, 1 representative of the Gibraltar School District and 1 representative of the Northeastern Wisconsin Technical College District
Tourism Zone Commission *(Other Committee Appointments)*	Based upon room tax collected to date the Village is entitled to have 3 representatives on the Tourism Zone Commission. They serve one-year terms.
Sewer and Water Utilities Committee – Wastewater Treatment Plant, Water, Sewer and Storm Sewer Committee *(Standing Committee)*	3 Trustees. The Village Administrator and Lead Operator/Utilities Director serve as ex-officio non-voting members.
Village Administration Building Review Task Force (Ad Hoc)	Seven stakeholders
Village Hall Planning Task Force	2 Trustees, 3 Residents and 2 Citizens. The Village Administrator and Village Clerk shall serve as ex-officio, non-voting members.
Zoning Board of Appeals *(Statutory)*	5 Residents and 2 Resident alternates. (Terms are dictated by statute and require three-year, staggered terms.)

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

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

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

Community Member-at-Large shall mean a person who does not reside in the Village nor do they own land in the Village, but they live in the Sister Bay area, as determined by the Chair of

the Committee, and who has expertise or knowledge beneficial to the committee. Community Members-at-Large are appointed only after a sincere attempt to attract committee members has resulted in no citizen or resident interest. Members-at-Large can only serve on ad hoc committees, task forces, or as alternates on the Marina Committee.

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

9. National Incident Management System

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

10. Consent to Speak

A member desiring to speak shall address the Village President or President Pro-Tempore, when recognized by that person. A member shall confine their remarks to the question under consideration and avoid personalities. Members' remarks must be germane to the question. Statements must have a bearing on the pending motion. To ensure an efficient meeting which allows all interested speakers an opportunity to comment on an agenda item, the President or President Pro-Tempore reserves the right to limit the length of time a speaker may speak on any one agenda item. Rude or derogatory comments made by a speaker may result in the President or President Pro-Tempore refusing to allow the speaker to continue presenting their comments.

11. Motions

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

12. Roll Call Vote

When a roll call vote is statutory or required by the Rules of Order, it shall be automatic. The Clerk or any Board member may call for a roll call vote on any question, and it shall be granted

before the decision of the Village President is announced. There shall be no interruption during roll call.

13. Abstaining on Vote
Any member of the Board of Trustees may recuse themselves from a discussion and subsequent action if they feel they have a conflict of interest, or, after discussion determines there may be a conflict, abstain from voting on any question before the Board after notifying the Village President or President Pro Tempore of their intention to abstain and the reason therefore.

14. Out of Order
When declared "out of order" a Trustee, resident or citizen shall immediately submit to the ruling of the Village President or President Pro-Tempore.

15. Interruption of Speaker
When any of the Trustees, residents or citizens are speaking, no one shall entertain any private discourse or in any way interrupt the speaker, except as to a question of order.

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

17. Suspension of Rules
These rules may be suspended by a majority roll call vote of the Village Board.

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

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

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

a) Commit to regular attendance at Board and Committee meetings unless excused and be properly prepared for deliberation.
b) Understand and follow all provisions of the Wisconsin Open Meetings Law as well as any other applicable statutes that govern the conduct of elected officials.
c) Respect the confidentiality appropriate to issues of a sensitive nature and never discuss in public the issues discussed during closed sessions.
d) Respect, listen to and communicate with fellow Board members and the Village Administrator.
e) Acknowledge that the authority over Village policies or operations resides in the Village Board and not with individual Trustees.
f) Make a committed effort to continuing education and to be well informed about issues and trends that could affect the Village, as well as Open Meeting Laws.
g) Represent all the people of the community while avoiding partisanship based upon special interests.
h) Keep the best interests of the Village in mind by considering themselves a "Trustee" of the Village and do their best to ensure that the Village is well maintained, financially secure, growing, and always operating in the best interests of those the Village serves.
i) Be available and responsive to residents by interpreting the needs of citizens to the Village and by interpreting the actions of the Village to citizens without favor of any particular geographic area or interest group.
j) Make decisions involving the welfare of the community based upon study and evidence, recognizing that personal feelings and other such factors are not conducive to sound decision-making; and always remember that respecting the opinions of fellow Board members is vital. When outside of Board meetings Board members shall avoid making individual pronouncements and public conjectures about Village matters not yet decided by the Board.
k) Not promise in advance of a meeting how they will vote on any issue, reserving judgment until all the facts have been presented.
l) Accept the principal of Board unity by supporting the majority decisions of the Board.
m) Not engage in "self-dealing" or interfere in the conduct of any private business for personal services between any Board member and the organization, except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information.
n) Recuse themself from discussing or voting on an issue about which they have a conflict of interest.
o) Not use their position to obtain employment for them, for family members or for close associates. (Should a member desire employment by the Village, they must first resign.)
p) Respect the Board's commitment to work with the Village Administrator by:
    1) Requesting desired information about programs directly from the Village Administrator;
    2) Referring to the Village Administrator's suggestions for new policies;
    3) Seeking the Village Administrator's professional advice;
    4) Refraining from acting on any complaint until the Village Administrator has had an opportunity to investigate it fully and report to the Board; and,

5) Supporting Board-approved actions of the Village Administrator and staff.

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

21. Electronic Participation in Meetings.

The chair of each committee and the Village Board President may authorize committee members and trustees to participate in meetings electronically. Any members connecting electronically need to be visible and available to speak at all times during such meetings. The chair of each committee may decide whether the meeting will be held electronically or in-person, and such decision will be made clear to the public on the agendas of the meetings. Electronic participants must follow the guidelines below:

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

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

22. Expenses

"Committee/Commission/Board meeting" means the convening of a quorum of the members of a Committee, Commission or Board for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the Board, Committee or Commission. The Village President and the Trustees shall be compensated for their attendance at meetings per the Ordinance adopted in the fall of the year preceding a Spring election of officers. For any member who does not wish to accept compensation, annually a waiver shall be filed with the Finance Director indicating their intentions to waive said compensation.

23. Electronic Delivery of Information

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

Village of Sister Bay
Committee/Commission Bylaws and Rules

(Amended March 25, 2025)

1. Committee/Commission Organization

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

2. Committee/Commission Meetings

All committee or commission meetings shall be held at one of the following locations: The Village Administration Building, the Village Hall, the North Sister Bay-Liberty Grove Fire Station, the South Sister Bay-Liberty Grove Fire Station, the Sister Bay-Liberty Grove Library, the Sister Bay Wastewater Treatment Plant, the Sister Bay Marina, the Sister Bay Sports Complex, the Liberty Grove Town Hall or other accessible locations properly noticed. Meetings may also be held electronically as long as the public has access to the meeting via a participation link.

3. Quorum

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

4. Absences and Attendance

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

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

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

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

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

6. Expenses
"Committee/commission meeting" means the convening of a quorum of the members of a committee or commission for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the committee or commission.

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

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

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

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

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

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

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

Community Member-at-Large shall mean a person who does not reside in the Village nor do they own land in the Village, but they live in the Sister Bay area, as determined by the Chair of

the Committee, and who has expertise or knowledge beneficial to the committee. Community Members-at-Large are appointed only after a sincere attempt to attract committee members has resulted in no citizen or resident interest. Members-at-Large can only serve on ad hoc committees, task forces, or as alternates on the Marina Committee.

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

Duties of Committees or Commissions

(*An asterisk represents a paid appointment*)

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

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

Finance Committee* *(A Standing Committee)*
The Finance Committee shall consist of three trustees and oversees the formulation of the annual budget for the Village of Sister Bay. The Finance Committee also:
(a) Acts as the budget hearing committee and receives requests from various Village committees;
(b) Consolidates and tabulates preliminary budget requests, including outlay and revenue accounts; and,
(c) Conducts a budget review meeting with the Village Board.

Fire Board* *(A Standing Committee)*
The Sister Bay/Liberty Grove Fire Board is the governing body of the Sister Bay/Liberty Grove Fire Department. The Fire Board shall consist of two ~~trustees~~ members from the Village of Sister Bay and three ~~Supervisors~~ members from the Town of Liberty Grove and is bound by Ordinance 2025 - 006 and the duties established in Village of Sister Bay Ordinance No. 136-021208 as well as the Intergovernmental Agreement, which is the subject of that Ordinance.

The Fire Board shall prepare an annual budget and submit it to the Finance Director for review before the Finance Committee.

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

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

Historical Society* *(Other Committee Appointment)*
The trustee who is appointed Historical Society Liaison shall serve as the liaison between the Sister Bay Historical Society and the Board of Trustees.

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

Housing Committee* *(A Standing Committee)*
The Housing Committee shall consist of no less than five nor more than seven Village stakeholders, one member shall be a Trustee. The stakeholders shall serve as volunteers. The

committee is tasked with identifying a housing model, impediments to affordable housing, and address design, financing, physical layout as well as other aspects involved in community-provided workforce housing.

Library Commission* *(A Standing Committee)*
The Library Commission shall oversee the use and maintenance of the Sister Bay-Liberty Grove Library building and is responsible for seeing that an ongoing working relationship is maintained with the Door County Library System. The Village's representatives on the Library Commission shall consist of one trustee and two Village residents. There shall also be one Town Board member and two Town residents. A Secretary/Treasurer, who is hired by the Commission, as well as the Sister Bay-Liberty Grove Head Librarian, serve as ex-officio non-voting members. The resident members of the Library Commission will be compensated for their services. The Library Commission shall prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

Marina Committee* *(A Standing Committee)*
The Marina Committee shall consist of three trustees, two stakeholders and the Marina Manager. The Marina Manager shall serve as an ex-officio non-voting member. Two alternates shall also be appointed to ensure a quorum is always present at meetings. The Village Board has determined that residents or citizens, and the alternates, who serve on the Marina Committee are entitled to compensation for their services. The Marina Committee shall:
(a) Provide direction for the operation and maintenance of the Sister Bay Marina;
(b) Adequately provide for the needs of Marina patrons by planning and implementing Marina improvements;
(c) Recommend all fees and charges for use of the Sister Bay Marina to the Village Board; and,
(d) Prepare an annual budget and submit it to the Finance Director for presentation to the Finance Committee.

Parking Task Force* *(An Ad Hoc Task Force)*
Established on December 19, 2023 by Resolution No. 2023-026 and amended March 25, 2025 by Resolution No. 2025-003 The Parking Task Force is comprised of four to seven stakeholders who shall be responsible for analyzing the Village's on-street and off-street public parking situation, associated parking needs, research other communities and their solutions to congestion and parking issues, and make recommendations to the Parks, Property & Streets Committee. It is anticipated the Task Force will complete their work within twelve months so any recommendations, if accepted, can be incorporated into the 2026 budget or subsequent budgets. The stakeholders shall serve as volunteers. A trustee may be appointed chair of the task force, but in the event a trustee is not appointed, the task force members shall vote for and appoint a chair and a vice-chair of the task force. Trustees serving on the task force shall be compensated for their time. The Village Administrator shall serve as the staff advisors to the task force but are not required to attend all meetings, rather attend when information is requested of them. Upon cessation of the twelve-month task, the task force is hereby dissolved.

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

The Parks, Property and Streets Committee shall consist of three trustees, and two resident members. The Village Board has determined that the resident members of the Parks Committee are entitled to compensation for their services. The Parks, Property and Streets Committee shall:

(a) Provide oversight of activities occurring in the Village Parks, and operate, maintain and improve the Village Park System;

(b) Be responsible for all repair, maintenance and remodeling of Village owned buildings, including any improvements, except when such authority is specifically delegated to another committee;

(c) Be responsible for all repair and maintenance of Village roads, sidewalks and trails;

(d) Ensuring adequate access to technology and broadband infrastructure to public properties and buildings, with the referral of any software needs to the applicable oversight committee; and,

(e) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

Personnel Committee* *(A Standing Committee)*

The Personnel Committee shall consist of three trustees. The Personnel Committee shall:

(a) Consider and review all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions;

(b) Act on grievances submitted by employees and be the arbitrator between the employees and the Village Board;

(c) Review requests for new positions from committees; and,

(d) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

The committee shall also:

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

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

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

Sewer and Water Utilities Committee* *(A Standing Committee)*
The Sewer and Water Utilities Committee was created to oversee and plan all aspects of Sister Bay's Wastewater Treatment Plant, Water, Wastewater Collection and Storm Sewer systems. The Committee makes recommendations to the Village Board. The Committee shall consist of 3 trustees. The Village Administrator and Lead Operator/Utilities Director shall serve as ex officio non-voting members.

Sister Bay Advancement Association Board of Directors* *(Other Committee Appointments)*
The trustee who is appointed to the Board of Directors for the Sister Bay Advancement Association (SBAA) shall be a voting member of that Board and will also act as the Liaison between the Village Board and the SBAA.

TIF Joint Review Board* *(A Statutorily Dictated Committee)*
State law provides for a Joint Review Board (JRB) and defines its members and responsibilities. JRB members represent a taxing jurisdiction (municipality, county, school, technical college). It is the JRB's responsibility to approve or deny the creation or amendment of a Tax Incremental District (TID). If the JRB approves the TID, it viewed or heard convincing evidence of the need for Tax Incremental Financing (TIF) assistance to make the development a reality. The JRB jurisdictions agree to sacrifice some amount of tax revenue for many years into the future expecting the tax base will ultimately increase.

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

Tourism Zone Commission* *(Other Committee Appointment)*

The Door County Tourism Zone Commission is an intergovernmental entity established in 2006 by the municipalities in Door County to encourage tourism, the success of which is measured by an increase in overnight stays at various lodging establishments. The Commission is responsible for collecting an 8% tax on room charges, and the Village is bound by Ordinance No. 123-121206, and Resolution No. 160-121206, subsequently amended by Resolution No. 452-02162021, Resolution No. 467-08172021 and Ordinance 284-081721, which relate to the room tax and the creation of an Intergovernmental Tourism Zone Commission.

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

Village Administration Building Review Task Force* *(An Ad Hoc Task Force)*
Established on March 25, 2025, per Resolution No. 2025-002, the task force shall be comprised of seven stakeholder members. The task force will review the placement of the future village administration building and its design and interim options for the administration space. This task force will provide its results to the Village Board of Trustees at its June 2025 meeting. Upon cessation of the twelve-month task, the task force is hereby dissolved.

Village Hall Task Force *(*Chair is paid; volunteers are unpaid) (A Task Force)*
A two-year task force assigned the task of determining the best use of the Village Hall, renovations needed, and how to fund those renovations. In 2024 the term of the task force was extended to November 15, 2025, provided a CDBG grant application is awarded funding; if the grant is not awarded, the term shall expire upon notification the application for grant funds was denied. The task force shall be comprised of seven voting members, two of which are trustees; three residents; and two citizens. With regard to residents and citizen appointments, priority shall be given to individuals skilled in fundraising, design, and general contracting. The task force shall also include two ex-officio non-voting members, whom shall be Village employees. The ex-officio members shall include the Village Administrator, and the Village Clerk who is the employee responsible for renting the Hall, and who shall also serve as Recording Secretary.

Zoning Board of Appeals* *(A Statutorily Dictated Committee)*
The Zoning Board of Appeals, which is statutory, shall consist of five residents and two alternate resident members, and is responsible for hearing and deciding appeals of decisions, which are made by the Zoning Administrator. Also, the Zoning Board of Appeals has the power to grant variances from the Village's Zoning Ordinance.

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

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

AGENDA ITEM 6k

Resolution 2025-005; Adopting the Financial Policies

STAFF REPORT

Financial Policies

Date: March 25, 2025

Village Board

Re: Financial Policies

Author: Vlad Gannik, Finance Director/Treasurer

Background: Financial policies were revised from prior versions and a Purchasing Policy was added. Input was received from Baird, the Village Administrator, Village Clerk, Finance Director, and Finance Committee.

The financial policies of the Village of Sister Bay are set forth to establish a general framework for the overall fiscal management of the Village. They are guidelines that have been reviewed by the Finance Committee and established by the Village Board and should be considered when making financial decisions impacting the future of the Village. The Village Board recognizes that financial and budgeting decisions require a great deal of discretion. There may be times when these guidelines may not practically be followed and/or in which the Village Board and its administrative officials may need to deviate from these established guidelines. The financial policies may be updated by the Village in the future when deemed appropriate.

The purpose for these guidelines are:

- To improve the Village's fiscal position.
- To provide a consistent framework for financial decision making in light of changes in elected or appointed officials.
- To improve credibility and confidence among stakeholders (residents, taxpayers, and investors) in the financial management of the Village.

Below is the outline for proposed Financial Policies:

1. Budget Development and Management Policy
2. Purchasing Policy
3. Local Preference Purchasing Policy
4. Debt Management Policy
5. Capital Asset Policy
6. Fund Balance Policy
7. Investment Policy

The following changes were adopted per the Finance Committee request after the meeting on March 10, 2025. Baird assisted with all the changes.

1. Page 4 section 9 we changed 3/4 to 2/3.
2. Page 5 section 5 we changed to 50,000 and in section 10 we removed “Committed funds must be committed through special resolution and released through a subsequent resolution”.
3. Page 6 we revised section 13 and added section 14.
4. Page 8 section 2, we revised subcategory “a” and added subcategory “b”.
5. Page 10 in General Guidelines section 2 I removed last sentence. Section 5 added “and/or extenuating circumstances”. Refunding changed from 3 to 2% and removed everything after that.
6. Page 13 Inventory section added “and it”.
7. Page 20 Internal Controls changed “his/her” to “their” and on page 21 Pooling Cash changed “his/her” to “their”.

RESOLUTION NO. 2025-005

ADOPTING FINANCIAL POLICIES

WHEREAS, it is critical to the financial health of the Village of Sister Bay to have financial policies that illustrate fiduciary responsibility; and,

WHEREAS, it is in the village's best interest to have all financial policies in one document; and,

WHEREAS, at the March 10, 2025 meeting of the Village of Sister Bay Finance Committee, a comprehensive inventory of all financial policies that reflect the village's practices and show accountability to the public were reviewed and recommended for adoption.

NOW, THEREFORE, BE IT RESOLVED the Village of Sister adopts the attached Financial Policies.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 25th day of March, 2025.

Passed and accepted this 25th day of March, 2025.

_____
Nate Bell, Village President

ATTEST:

_____
Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

FINANCIAL POLICIES

Village Of Sister Bay
Adopted by Village Board:
March 25, 2025

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Introduction

The financial policies of the Village of Sister Bay are set forth to establish a general framework for the overall fiscal management of the Village. They are guidelines that have been reviewed by the Finance Committee and established by the Village Board and should be considered when making financial decisions impacting the future of the Village. The Village Board recognizes that financial and budgeting decisions require a great deal of discretion. There may be times when these guidelines may not practically be followed and/or in which the Village Board and its administrative officials may need to deviate from these established guidelines. The financial policies may be updated by the Village in the future when deemed appropriate.

The purpose for these guidelines are:

1. To improve the Village's fiscal position.
2. To provide a consistent framework for financial decisions for elected or appointed officials.
3. To improve credibility and confidence among stakeholders (residents, taxpayers, and investors) in the financial management of the Village.

If previously adopted polices conflict with the policies contained herein, the policies in this document shall prevail.

Budget Development and Management Policy

Purpose: The purpose of this policy is to describe the process by which the annual budget is created, presented and managed for the Village of Sister Bay.

General: The process for publication and legislative consideration of the annual budget is prescribed in Wisconsin Statutes 62.12 and 65.90. Those legislative pronouncements provide the overall framework for and minimum legal requirements of the Village budget. This policy outlines the process to be followed by the Village Board of Trustees and the Village staff in developing and presenting the annual budgets of all Village operations and funds for review and adoption.

The annual budget will include all operations of the Village, including enterprise and special revenue funds, and include both the operating budget and a capital budget for the ensuing fiscal year. The capital budget should align with the five-year capital improvement plan. The Village Board recognizes that there must be a starting point for the budget in terms of tax revenue. Therefore, annually, typically in June, the Finance Committee is to set a budget directive. In the absence of such directive, management will prepare their budgets assuming a maximum increase in operations using the prior years finalized Consumer Price Index Figure.

Development Procedures:

1. The Finance Director will review each department's budget, establish or estimate parameters for wage increases and requested personnel changes, review the Village's debt needs and capital plans, and review targets for revenue sources, tax growth, and other factors. The budget parameters will then be provided to the department directors for the creation of their preliminary department budgets.
2. Following the setting of budgetary parameters the Finance Director is responsible for coordination and initial review of department budget submissions. The budget submissions shall include proposed capital items for the 5 Year Capital Improvement Plan. Meetings will be held with departments to review their budget requests beginning as early as June of each year.
3. Following the initial review, and preferably by July, the Finance Director will compile the preliminary department budgets and present a draft to the Village Administrator. Should the need arise, the Finance Director and Village Administrator may meet with department heads again to refine the draft operating budget and make changes based on the total overall needs of the Village and established parameters.
4. In July the various committees shall review the preliminary budgets and make changes, as appropriate. Preliminary budgets are also due from the Fire Board, Library, SBAA and any other partner agencies. For agencies that do not have a budget prepared by July, an estimate must be submitted with their actual budget submitted to the Village in early August.

5. Staff shall attempt to calculate the Village's portion of TID IN calculations based on preliminary numbers obtained from the Department of Revenue (DOR) in early mid-August. Any reference to the mill rate in the budget, and related budget documents shall use the terms "Operational Mill Rate" and "Finalized Mill Rate" as appropriate.
6. The Draft Annual Budget shall be presented to the Finance Committee in late July or early August, as schedules allow. The Finance Committee shall establish a schedule for adoption of the 5-Year Capital Improvement Plan and Annual Budget.
7. The Draft Annual Budget, which includes the 5-Year Capital Improvement Plan, and adoption schedule, shall be presented to the Board of Trustees for review in September. Following this review, additional department adjustments or Finance Committee recommendations may follow.
8. The budget summary is properly noticed and published in accordance with state statutes. A public hearing on the budget is conducted not less than 15 days after the summary is published. The Village Board deliberates the proposed budget at or following the public hearing.
9. The budget is adopted by the Village Board through an appropriate resolution and two-thirds vote. Once adopted, the Finance Director is responsible for ensuring that the adopted version of the budget document is provided to all departments, Trustees, and made available to the public.
10. Per statute, the tax levy must be determined no later than December 15th. However, due to the Village's arrangement with Door County for tax bill preparation services, the tax levy should be established before Thanksgiving (or sooner) per the deadline set by the County.
11. The DOR publishes a finalized statement of assessment rates in November, which will likely be after the County's deadline for receiving the tax levy to prepare tax bills. Upon receipt of these numbers, the Finalized Mill Rate shall be brought back to the Board for review. The Board may provide consensus of no changes to the budget or request an amending resolution which must be passed by two-third vote.

Management Procedures:

1. Annual revenues will be estimated by an objective, analytical process with involvement of staff related to the revenue line item. User fees will be reviewed annually by departments and the appropriate standing committees will address recommended changes as part of the budget process to ensure full cost recovery.
2. Enterprise fund payments in lieu of taxes shall be budgeted based on estimates and revised based on final numbers during the budget year.
3. Revenues with high volatility should be budgeted conservatively. Revenues which are generally received, but of which there is not reasonable assurance of receipt, will not be budgeted.

4. Proceeds from the sale of property or equipment shall not be budgeted as operating revenue unless such amounts can be accurately projected. Any such proceeds received shall be recorded in the appropriate fund.
5. The Village Board desires to stay informed as to major outlays. Though authorized by the Budget Resolution, sums expended in excess of $50,000 for capital purchases should be reported to the respective committee charged with oversight for the section of the Budget from which funds were appropriated. The committee may require Board approval of the expenditure.
6. Budget amendments and transfers between cost centers are initiated by the department (examples of cost centers in the general fund include general government, public safety, public works, health & human services, culture & recreation, and development). After approval by the Finance Director, the transfer recommendation is made to the Finance Committee, with final approval by the Board of Trustees. Any unbudgeted, emergency expenditure of funds in excess of $5,000 will require the approval of the Village President and Village Administrator, as well as notification of the chair of the affected committee and the chair of the Finance Committee, and the Village Board shall be notified that said actions were taken at their next meeting.
7. Department heads are authorized to move funds within a cost center of the budget in consultation with the Finance Director and/or Village Administrator to make more efficient use of the funds. Any moves must result in an end of year-net-zero-effect in the cost center's budget.
8. The Capital Improvement Plan Fund (CIP) is intended to help the Village plan for future expenditures by saving money for future expenditures. It is challenging to plan for every contingency that may arise. From time to time, what may have been anticipated as a future need in order to address an anticipated issue may no longer be a suitable solution to the issue. In such cases, the Board authorizes the Finance Committee to make recommendations on repurposing of those funds into suitable CIP categories. The Village Board will review those recommendations and approve as it deems appropriate based on the overall needs of the Village. The intent is to use CIP money for the benefit of the Village through public expenditures on Capital Items.
9. All unspent CIP funds will remain allocated and appropriated for those items which were originally allocated, or reallocated through subsequent amendments, for all future budget years until such time that those funds are expended or repurposed.
10. All unspent funds in any budget section will revert to the unassigned fund balance unless such funds are assigned or committed by the Board.
11. Village oversight committees are subject to review by the Village Board. They exist to monitor operations and to recommend policy changes to the Village Board. Policy recommendations on rates, charges, or credits are subject to review and approval by the Village Board.

12. The Village Board has authorized funds to be spent in recognition of employees' hard work and extraordinary efforts. The Village Board authorizes recognition funds to be spent in an equitable manner whether through direct pay to employees or at a recognition event for all employees.
13. The Village Board will budget for annual step increases for employees as referenced in the Village of Sister Bay's Employee Handbook. Upon a successful performance evaluation employees will be eligible to advance to the next step of the approved compensation schedule. For budget deliberation purposes village staff will present a draft budget calculating every employee receiving an annual step increase. Consideration for a step increase will be based on length of employment, date of hire, or an employee under a separate employment agreement.
14. In lieu of a step increase for employees, Village staff will also provide for budget deliberations purposes, a Cost-of-Living Adjustment (COLA) wage increase for full-time and or year-round employees. The COLA applied will be the Consumer Price Index for all urban consumers (CPI-U) as certified by the Wisconsin Department of Revenue. The COLA estimate proposed in the budget will not be less than zero.
15. The Tax Increment Financing District (TID) can use monies from other funds to pay for a variety of projects. Based on activity within the TID, the Village Board expects that the TID will generate increment and revenues to pay back some, or all, of those borrowed funds. Toward that end, the Village Board authorizes the Finance Director, upon review by auditors, to make a transfer of cash near the end of each calendar year to pay borrowings in the following order:
    a. Repayment of the advance from the Capital Projects Fund to the TIF
    b. Repayment of the project costs funded by the Capital Projects Fund
    c. Repayment of the project costs funded by the General Fund
    d. Repayment of the project costs funded by the Utility Fund
    e. Repayment of the project costs financed by debt
    f. Repayment of the project costs funded by the Marina
16. The transfer is authorized if the TID will retain a positive fund balance and positive cash balance. The repaid cash balances will be allocated by the Finance Committee or reverted to the unassigned fund balance of the applicable fund.

Audit: This policy will be reviewed by the Finance Committee every three years following adoption, or sooner, at the discretion of the Village Board.

Purchasing Policy

Purpose: The Village shall maintain a Purchasing Guideline as a supplement to these Budget and Financial Policies which shall be reviewed and updated as necessary and provide further detail on expenditure approvals.

Contracts: Department Heads/Village Administrator are authorized by the Board of Trustees to sign or otherwise enter into a contract for goods and/or services approved by the Board. All other employees shall refer any contract negotiations to the appropriate Department Head.

Purchasing: Department Heads oversee all purchasing for their department. Department Heads shall ensure that purchases within their department fall within the approved budget. Spending beyond the budget shall be pre-approved by the Finance Director and/or Village Administrator.

Invoices shall be reviewed by Department Heads to ensure that:

1. All goods have been received and are as expected in both quantity and quality
2. All services have been provided and are completed according to the terms of the work
3. All costs are reasonable and as agreed upon prior to procurement
4. No sales tax has been assessed

If all the above conditions are met, the invoice can be entered into the accounting program with the appropriate budget line-item accounting code and submitted for approval.

A report shall be provided to the Village Board each month listing all payments from the treasury for the preceding month. This list will include the name of the payee, amount, date, and purpose of the payment.

Audit: This policy will be reviewed by the Village with the help of an independent audit contractor.

Local Preference Purchasing Policy

Purpose: The Village of Sister Bay desires to patronize local businesses in order to stimulate local commerce and promote public policy objectives related to quality of life. The Village of Sister Bay also desires to provide a balance between achieving the public policy objective of promoting procurement of goods and services from local businesses, with the overall objective of obtaining the lowest cost possible on comparable goods and services for the tax paying public.

1. The village will give a 10% vendor bid/price preference to a local business for goods, materials and general services.
   a. General services are defined as basic operational contract services such as printers, gardeners, janitors, etc. General services differ from professional services, with professional services requiring a specialized expertise or skill set. Example, a gardener is considered general services, whereas a landscape designer would fall under professional services. The Village Administrator will determine whether a contractor falls under the general services or professional services category.
   b. A local business must be in operation in the Village of Sister Bay for at least six (6) months to qualify for the local preference. The business must have a verifiable address in the Village of Sister Bay and must be able to prove that the business has been in operation in the Village of Sister Bay for at least six months.
   c. Gas purchases shall be divided equally amongst all local gas stations by rotating which business is patronized to provide said service.
2. The Village will calculate the bid preference as follows:
   a. The local vendor's bid/price will be reduced by 10% when compared to other bids/prices. Assuming all elements of the bid/prices are equal (e.g., quality, timeliness of delivery, etc.) upon calculation of the 10% preference, if the local vendor has the lowest bid/price, it will receive the contract subject to the Department Head's approval; if over $25,000, the Board's approval shall be required, upon referral from the oversight committee.
   b. If a local vendor's bid/price is above the budgeted project costs but when reduced by 10% they are equal in comparison to the other bids/prices, the Village Board will have to provide direction to Village staff on how the overage will be funded.
3. Recognizing the Village Board only meets once a month, in the event of an emergency, or if the operational effectiveness of the village would be seriously threatened if the purchase of goods or services were not made immediately, the Finance Director or the Village Administrator may waive this preference and the bid process as a whole.
4. Professional services contracts are exempt from the local vendor preference. However, when issuing a Request for Proposals (RFP) or Request for Goods (RFG) the Village will pursue outreach of Village of Sister Bay contractors via media such as the newspaper, website, social media, or, direct contact.

5. This policy does not apply to the following purchases or contracts:
   a. Contracts defined as being for public construction, nor to any other bid processes which would violate the laws of the state of Wisconsin or the United States of America for competitive bid, prevailing wage or other mandated requirements or thresholds.
   b. Contracts which are funded in whole or in part by other entities such as private donors, or other governmental units/agencies.
   c. Goods or services procured under intergovernmental agreements.

Debt Management Policy

Objective: The Village of Sister Bay shall monitor the financial health of the Village through, in part, its ability to manage its debt.

General Guidelines:

1. The Village will seek the best financing types, debt structure and time frame for each financing need based on project needs, timing, tax or rate payer equity, and lowest true interest cost. The Village shall assess the fiscal impact of the debt prior to issuance upon consultation with a qualified financial consultant.
2. The Village should strive to maintain a long-term relationship with a financial consultant to allow for continuity and consistency in services provided by the consultant. However, the arrangement between the financial consultant and Village should be examined as deemed necessary by the Finance Director and brought to Village Board if changes are recommended.
3. The Village's general obligation public improvement debt should be structured such that the debt life is not greater than 20 years. Generally, the Village will structure each general obligation debt issue on an equal annual principal basis unless the anticipated future debt service required from the general levy would make it beneficial for the Village to structure its debt in a manner other than an equal principal basis.
4. When the Village finances capital projects by issuing debt, it will pay back the related debt within a period not to exceed the expected useful life of the project(s).
5. General obligation debt shall not exceed Wisconsin State Statute limitations of 5% of equalized valuation. The Village shall also set a self-imposed limit of 75% of the statutory limit as the ceiling for general obligation debt, except in emergencies and/or extenuating circumstances as determined by the Village Board.

Refunding: The Village should periodically review all outstanding debt to determine if savings can be achieved through refinancing, also referred to as Refunding. Refunding may be considered by the Village Board if it appears there may be a net economic benefit. In general, refunding for savings may be undertaken when the present value of future annual debt service savings, net of issuance cost, amounts to at least 2%.

Disclosure: The Village will promote effective communications regarding its financial conditions with bond rating agencies and others in the marketplace based on full disclosure. The Village shall strive to achieve and maintain the highest long-term credit/bond rating available through known sources and indices.

Audit: The Village Finance Director, through the authority of the Finance Committee, and with consultation with its financial consultant, will evaluate the policy and legal debt margins annually or with each new debt issuance, whichever is sooner.

Capital Asset Policy

Purpose: The purpose of this policy is to establish a consistent methodology for recording in the financial records of the Village of Sister Bay, the capitalization and depreciation of capital assets, consistent with current reporting requirements as determined by the State of Wisconsin and the Governmental Accounting Standards Board ("GASB").

General: The Village of Sister Bay holds certain capital assets which include land, buildings, building improvements, vehicles, machinery, equipment, docks and piers, furniture, appliances, infrastructure, and other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a one-year period.

These assets must be accounted for at historical cost or estimated historical cost and fairly represented in the Village's Annual Financial Statement.

Valuation: All costs shall be documented, including methods and sources used to establish such cost basis.

1. Purchased assets: the recording of purchased assets shall be made on the basis of actual costs, including all ancillary costs, based on the vendor invoice or other supporting documentation.
2. Self-constructed assets: all direct costs (including labor) associated with the construction project shall be included in establishing a self-constructed asset valuation. If a department is unable to identify all direct costs, an estimate of the direct cost is acceptable but must be supported by a reasonable methodology.
3. Donated assets: assets acquired by gift, donation, or payment of a nominal sum not reflective of the asset's fair market value shall be assigned cost equal to the fair market value at the time of acquisition.
4. Leased property: capital lease property shall be recorded as an asset and depreciated as though it had been purchased.
5. Dedicated assets: required installation by developers of public improvements, including but not limited to sanitary sewer mains, manholes, laterals, water mains, hydrants, valves, storm and sanitary sewers, streets, curb and gutter, streetlights, street signs, sidewalks will be dedicated to the Village upon completion. Recording of infrastructure assets will be made on the basis of actual costs, including ancillary costs, based on vendor invoice or other supporting documentation provided by the developer.
6. Shared purchases: assets shared with other municipalities or entities shall be made based on the Village's share of actual costs, including ancillary costs, based on vendor invoice or other supporting documentation.

Ancillary costs: Ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor costs, not measurable at the time a fixed asset is recorded in the Village's fixed asset inventory system, may be expensed.
Ancillary costs include:

1. Buildings and Improvements: professional fees of architects, attorneys, appraisers, financial consultants, etc.; damage claims; costs of fixtures permanently attached to a

building or structure; insurance premiums and related costs incurred during construction; and other expenditures necessary to place a building or structure into its intended state of operation.
2. Equipment: transportation charges, installation costs, and any other normal and necessary expenditure required to place the asset into its intended state of operation.
3. Land: legal and title fees, surveying fees, appraisal and negotiation fees, damage payments, site preparation costs, and costs related to demolition of unwanted structures.

Classification:

"Capital assets" include items with useful lives greater than one year, land, land improvements, buildings, building improvements, construction work in progress, machinery and equipment, vehicles, infrastructure, easements, and works of art and historic treasures. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. Assets that are not capitalized are expended in the year of acquisition.

"Infrastructure assets" are long-lived assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, tunnels, drainage systems, water systems, and dams. Infrastructure assets do not include buildings, drives, parking lots, or any other examples given above that are incidental to property or access to the property.

"Long-term assets" can be classified into the following:
1. Furniture and equipment: office furniture; office, data processing, and special department equipment
2. Vehicles and equipment: vehicles, operating and mechanical equipment
3. Land: land, land improvements
4. Buildings: buildings, building improvements
5. Infrastructure: streets, water and sewer systems, drainage systems, sidewalks, curb and gutter, etc.

Capitalization: Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets. Capital assets must have an initial value of $5,000 or more. This will be known as the "capitalization threshold" for reporting purposes in the Annual Financial Report. The Water and Sewer Utility will follow capitalization guidelines as established by the Wisconsin Public Service Commission.

Repair and maintenance costs are expenditures that keep the property in ordinary, efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair and maintenance costs to capital assets are to be treated as an annual operating expense and charged to the appropriate department and fund.

Improvements are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value, or adapt it to a different use. Improvement costs of $5,000 or more to an individual capital asset are to be capitalized.

Non-capital items (items below the threshold individually, but collectively above the threshold) may be included in the Capital Improvement Plan if those items are submitted by an intergovernmental unit and are requested in addition to normal support expenditures.

Depreciation: All long-term assets (except for land, certain land improvements, and construction in progress) identified in the capital assets policy will be depreciated/amortized. Regardless of the month the asset is placed in service, a full year of depreciation/amortization will be recorded in the first year. Once the asset has been fully depreciated, the asset will be kept on the books until disposed of. When the asset is disposed of prior to the end of its useful life, the remaining "book" value will be written off as depreciation unless it will materially affect the Village's financial statements.

The water utility will follow guidelines for depreciation as established by the Wisconsin Public Service Commission.

Useful Life: To determine the useful life of an asset for depreciation purposes, the Village shall consider an asset's present condition and how long it is expected to meet its service demands in addition to applying applicable industry standards for useful life.

Inventory: The Finance Director shall maintain an inventory of all long-term assets and it should be reviewed and updated annually.

Fund Balance Policy

Purpose: The purpose of this policy is to set guidelines for the control and reporting of the Village of Sister Bay fund balance assignments in the financial statements and related financial documents. The reporting of the fund balance will remain consistent with current reporting requirements as determined by the State of Wisconsin and the Governmental Accounting Standards Board ("GASB").

General: The fund balance is the difference between assets and liabilities in a governmental fund. Fund balances of governmental funds are reported in various categories based on the nature of any limitations requiring the use of resources for specific purposes.

An adequate fund balance is an essential element in both short-term and long-term financial planning. Maintaining sufficient levels of a fund balance enables the Village to stabilize funding for operations, stabilize taxes and fees, and realize cost savings in issuing debt.

Classification:

The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

"Non-spendable Fund Balance" are amounts that are not in spendable form (such as inventory, prepaid items, or long-term receivables) or are legally or contractually required to remain intact. The "not in spendable form" criterion includes items that are not expected to be converted to cash; the long-term amounts of loans, notes receivable, and long-term advances to other funds; and property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned, then the assets in their current form should be included in the appropriate fund balance classification (restricted, committed, or assigned), rather than non-spendable fund balance. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

"Restricted Fund Balance" are amounts that are constrained for specific purposes by external parties (such as grantors or bondholders), through constitutional provisions, or by enabling legislation.

"Committed Fund Balance" are amounts that are constrained for specific purposes by action of the Village Board. These constraints can only be removed or changed by the Village Board using the same action that was used to create them. In contrast to a fund balance that is restricted by enabling legislation, amounts in the committed fund balance classification may be redeployed for other purposes with appropriate due process.

"Assigned Fund Balance" are amounts that are constrained for specific purposes by action of Village management with authorization provided by the Village Board. Residual amounts in any governmental fund, other than the General Fund, are also reported as assigned.

"Unassigned Fund Balance" are amounts that are available for any purpose. Positive unassigned amounts are only reported in the General Fund.

The following are the overarching governmental funds for which the financial statements are prepared:

1. General Fund: A government's primary operating activities. This fund is used to account for the day-to-day operations of the Village including all functions of the general government, public safety, public works, health and human services, other culture and recreation, conservation and development, and other financing uses.
2. Special Revenue Funds: Accounts for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.
3. Debt Service Funds: Accounts for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.
4. Capital Projects Funds: Accounts for all financial resources used for the acquisition of capital equipment or the construction of major capital facilities and infrastructure funded by a variety of means including levy, grants, bond proceeds, and other revenue sources.
5. Permanent Funds: Accounts for resources that cannot be expended but must be held in perpetuity. Generally, these resources are invested, and a government may spend the earnings, often for a purpose specified by the provider of the resources.

Statements:

The following are statements of the fund balance policy for the Village of Sister Bay:

1. At the end of each fiscal year, the Village will report the portion of the fund balance that is not in spendable form as non-spendable fund balance in the financial statements.
2. At the end of each fiscal year, the Village will report restricted fund balances for amounts that have applicable legal restrictions per GASB No. 54. Normally, fund balances in debt service funds and capital projects funds with remaining long-term debt proceeds will be reported as restricted.
3. At any point during the fiscal year, the Village may determine the specific purposes of committed fund balance in the general fund. Such purposes and final amounts shall be set forth in a resolution. Specific purposes for committed fund balance approved in prior year resolutions will be carried forward until uncommitted by like appropriate action to be expended or repurposed. Fund balances in special revenue funds, unless restricted by an outside party, are considered to be committed to the specific purpose set forth by each special revenue fund. In addition, capital project fund balances that do not include debt proceeds will normally be

reported as committed. Since committed fund balances are approved by legislative action, the Village Board is required to formally establish all special revenue and other funds with committed balances. In addition, special revenue funds are required to report the purpose and specific revenue source that establishes each fund.

4. During budget planning, the General Fund unassigned fund balance shall plan on an ending fund balance of no less than 25% of the general fund expenditures for the current year. However, while 25% is the stated minimum policy limits, the target fund balance for the general fund shall be 35-40% of the expenditures for the current year. Unassigned fund balance shall be reported in comparison to these target benchmarks in the annual budget.
5. The Village authorizes the Finance Director to assign the fund balance of the general fund at the end of the fiscal year or shortly after year end. Assignment of the fund balance shall be reported to the Finance Committee at their next meeting. Assignment of the fund balance must never put the unassigned fund balance below targeted fund balance levels described above.
6. The Village may choose to use any of the excess General Fund unassigned fund balance; however, the use of said fund balance shall not cause an extreme fluctuation of the tax rate and must be based on the following guidelines for use of such funds:
    a. Capital expenditures – to reduce the Village's reliance on borrowed funds and future debt service costs.
    b. Prepayment of outstanding debts – to reduce debt service costs for an immediate savings.
    c. Start-up costs of new programs – to fund non-recurring start-up costs for new Village programs.
    d. Non-recurring expenditures – to fund other non-recurring expenditures. Preference should be given to expenditures that will result in future efficiency or other cost savings.
    e. Alleviate financial stress – in the event of severe financial stress resulting from unanticipated revenue decreases or expenditure increases, unassigned fund balance may be used to resolve the negative impact on public services on a short-term basis.

Maintenance:

The Village will use the following order of fund balance spend-down and for the purposes of reporting:

1. Restricted
2. Committed
3. Assigned
4. Unassigned

Once the annual audit of the Village is complete, the unassigned fund balance will be calculated by the Finance Director, or designee. In the event that the unassigned General Fund balance is

calculated to be below target benchmarks, the Finance Director shall report such to the Finance Committee and a plan shall be created to adjust budget resources to restore the financial condition. In the event the unassigned General Fund balance is calculated to be below policy limits, the Village Board, at the next Village Board meeting, shall identify immediate actions that can be taken within the current budget to address the fund balance shortage. Then, a plan shall be created to improve the unassigned fund balance of the Village in future years.

Administrative Responsibilities: The Finance Director is responsible for monitoring and reporting the Village's fund balance assignments. The Administrator and the Finance Director may both make recommendations to the Village Board on the use of various funds during the annual budget process and when the need may arise.

Investment Policy

Purpose: The purpose of this policy is to set guidelines for the investment of public funds for the Village of Sister Bay. It is the policy of the Village to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Village and conforming to all Wisconsin and local statutes governing the investment of public funds.

Scope: This policy applies to those funds that are under the authority of the Village. Financial assets of funds not under the authority of the Village are administered in accordance with a separate policy. Financial assets of all other funds may be administered in accordance with this policy but are not required to follow this policy.

Prudence: Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" and/or "prudent investor" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments. Notwithstanding any other provision of law, any Village employee, in the absence of the investment officer, who deposits public money in any authorized public depository, in compliance with Wisconsin Statutes §34.05 is, under the provisions of Wisconsin Statutes §34.06, shall be relieved of any liability for any loss of public monies which results from the failure of any public depository to repay the public depositor the full amount of its deposits, thus causing a loss as defined in Wisconsin Statutes §34.01(2).

General Objectives:

Safety: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in individual investments and the overall portfolio. The objective will be to mitigate credit risk, interest rate risk, and custodial risk.

1. Credit Risk: The Village will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:
    - Limiting investments to the types of securities or instruments permitted under Wisconsin Statutes §66.0603;

- Approving a resolution declaring the public depositories of the Village and reviewing such resolution and public depositories at least annually; and
- Diversifying the portfolio so that the impact of potential losses from any one type of security or from any one issuer will be minimized.

2. Interest Rate Risk: The Village will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:
    - Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations.
3. Custodial Risk: The Village will minimize custodial risk, which is the risk that, in the event of a financial institution failure, the Village's deposits may not be returned to it, by:
    - Maintaining a list of public depositories, financial institutions, and broker/dealers authorized to provide deposit and investment services.

Liquidity: The Village's investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Investment portfolios will be structured so that the maturities are concurrent with cash needs to meet anticipated demands. Alternatively, a portion of any portfolio may be placed in money market funds or local government investment pools authorized and permissible under Wisconsin Statutes which offer same-day liquidity for short term funds.

Yield: The Village's investment portfolio shall be designed with the objective of attempting to attain a market rate of return throughout budgetary and economic cycles, considering investment risk constraints and liquidity needs. Return on investment is of lesser importance compared to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions:

1. A security with declining credit quality may be sold prior to maturity to minimize loss of principal.
2. Liquidity needs of the Village require a security or securities to be sold prior to maturity.
3. A security swap would improve the safety and yield of the overall portfolio.

Delegation of Authority: Management and administrative responsibility for the investment program of the Village is entrusted to the Finance Director/Treasurer under the direction of the Village Board. Individuals authorized to engage in investment transactions on behalf of the Village are the Finance Director/Treasurer, or those individuals designated by the Village Board.

Ethics and Conflicts of Interest: Finance Director/Treasurer involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. The standard of care to be used by investment officials shall be the "prudent investor" standard, which states "investments shall be made with judgment and care, under circumstances then

prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived" and shall be applied in the context of managing an overall portfolio.

Authorized and Suitable Investments: The investment of Village funds shall be in accordance with Wisconsin Statutes §66.0603(1m). Permitted investments further restricted are noted below:

1. Municipal debt obligations should be further limited to Wisconsin municipal issuers, or in some cases to municipal issuers carrying a credit rating of AA or better.
2. Certificates of Deposit (CD). Village funds may be invested in a CD issued by a federally insured institution. As practicable, investment amounts are limited to the maximum state and FDIC/NCUA insurance limits for each institution unless collateralized.

Internal Controls: Finance Director/Treasurer, or their designee, shall establish a system of internal controls designed to prevent losses of Village funds arising from fraud, misrepresentation by third parties, unanticipated changes in financial markets, employee error or imprudent actions by employees.

Internal controls may include:

1. Separation of transaction authority from accounting and record keeping.
2. Clear delegation of authority to subordinate staff members.
3. Written confirmation of transactions for investments and wire transfers.
4. Dual authorizations of wire transfers.
5. Development of a wire transfer agreement with the lead bank and third-party custodian.
6. Investment and interest earnings will be recorded in the Village's accounting records based on generally accepted government accounting procedures.

Investment Parameters Diversification: Investments shall be diversified by:

1. Limiting investments to avoid over concentration in securities from a specific issuer, industry or business sector, excluding U.S. Treasury obligations.
2. Investing in securities with varying maturities.
3. Continuously investing a portion of the investment portfolio in readily available funds such as local government investment pools, money market accounts or money market mutual funds permissible under state statute.

Pooling of Cash: Except where otherwise provided by the Village Board, Finance Director/Treasurer, or their designee, is authorized to pool the cash of various funds to maximize investment earnings where it is advantageous and prudent to do so. Investment income will be allocated to the various funds based on the pro rata portion of each fund.

Adoption and Approval: The Investment Policy shall be formally approved and adopted by the Village Board and reviewed as needed.

AGENDA ITEM 6l

Resolution 2025-006; Policy for Non-Violent Civil Rights Demonstrations

RESOLUTION NO. 2025-006

A POLICY TO PROHIBIT THE USE OF EXCESSIVE FORCE AND TO ENFORCE APPLICABLE STATE AND LOCAL LAWS PROHIBITING PHYSICALLY BARRING ENTRANCES/EXITS FOR NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS

WHEREAS, Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 U.S.C. 69 §5304) prohibits the State from expending or obligating any Community Development Block Grant funds to any unit of general local government that does not have or adopt a policy prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and a policy of enforcing State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within its jurisdiction; and,

WHEREAS, it is in the interest of the Village of Sister Bay to pursue Community Development Block Grant Funds and to adopt a policy that complies with Section 104 (L)(1) of Title I of the Housing and Community Development Act of 1974 as amended (42 USC 69 §5304); and,

NOW, THEREFORE, BE IT RESOLVED by Nate Bell, the Village President, and the Board of Trustees of the Village of Sister Bay:

I. It is POLICY of the Village of Sister Bay to prohibit the use of excessive force by law enforcement agencies serving within the village's municipal boundaries against any individuals engaged in nonviolent civil rights demonstrations.

II. It is POLICY of the Village of Sister Bay to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstration within the Village of Sister Bay's jurisdiction.

III. The officials and employees of the Village of Sister Bay shall assist in the orderly prevention of all excessive force within the Village of Sister Bay by implementing the authority and enforcement procedures set forth in Title I of the Housing and Community Development Act of 1974.

IV. The Village of Sister Bay hereby requests the Door County Sheriff's Office to implement this Resolution by amending applicable law enforcement procedures they implement when providing assistance to the Village of Sister Bay.

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 25th day of March, 2025.

PASSED BY the Village of Sister Bay, which includes the Village President and all elected trustees present at the Board of Trustees meeting.

Passed and adopted this 25th day of March, 2025.

_____
Nate Bell, Village President

ATTEST:

_____
Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

Filed/Posted: _____
Village Administration Office, 2383 Maple Dr.
Sister Bay Post Office, 10685 N Bay Shore Dr.
Sister Bay Liberty Grove Library, 2323 Mill Rd.
Effective Date: March 26, 2025

AGENDA ITEM 6m

Resolution 2025-007; Residential Anti-Displacement & Relocation Assistance Plan

RESOLUTION NO. 2025-007

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

WHEREAS, it is in the interest of the Village of Sister Bay to pursue Community Development Block Grant Funds and develop a Residential Anti-Displacement and Relocation Assistance Plan (RARAP); and,

WHEREAS, a Village of Sister Bay RARAP has been prepared in accordance with the Housing and Community Development Act of 1974, as amended, and the HUD regulations found in 24 CFR 42.325, and is applicable to the CDBG project the village intends to pursue funding for, said project being the renovation of the old village hall into a community center.

NOW, THEREFORE, BE IT RESOLVED by Nate Bell, the Village President, and the Board of Trustees of the Village of Sister Bay, the following RARAP be adopted by the Village of Sister Bay and implemented accordingly.

Village of Sister Bay
Residential Anti-Displacement and Relocation Assistance Plan

Minimize Displacement

Consistent with the goals and objectives of activities assisted under the Housing and Community Development Act of 1974, as amended, and the HUD regulations found in 24 CFR 42.325Act, the Village of Sister Bay will take the following steps to minimize the direct and indirect displacement of persons from their homes:

- Coordinate code enforcement with rehabilitation and affordable housing programs.
- Evaluate zoning codes and rehabilitation standards to prevent undue financial burden on established owners and tenants.
- When buildings are being rehabilitated or reconstructed that house tenants, require the owners of those rental properties to find temporary affordable housing, or alternate affordable permanent housing, for tenants.
- Disallow the conversion of residential condominiums to cooperative housing without the input and consent of tenants.
- Require building owners to arrange for facilities to house persons who must be relocated temporarily during rehabilitation.
- Offer village lands for multi-family development to increase the number of affordable housing units available to tenants to increase rental options.

Relocation Assistance to Displaced Persons

The village will provide relocation assistance for lower-income tenants who, in connection with an activity assisted under the CDBG Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower-income dwelling unit in accordance with the requirements of 24 CFR 42.350. A displaced person who is not a

lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR Part 24. It is anticipated no individuals are to be displaced with the proposed 2025 CDBG funded project (the renovation of the old village hall to a community center).

One-for-One Replacement of Lower-Income Dwelling Units

The village will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG Program in accordance with 24 CFR 42.375.

Before entering into a contract committing the village to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the village will make public by direct mail and a notice in *The Peninsula Pulse* newspaper, and submit to the U.S. Department of Housing and Urban Development (HUD) through the State, under the State CDBG Program, the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided.
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom unit), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24 CFR 42.375(b).

It is anticipated no individuals are to be displaced with the proposed 2025 CDBG funded project (the renovation of the old village hall to a community center).

Replacement not Required Based on Unit Availability

Under 24 CFR 42.375(d), the village opt to submit a request to the funder for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within the area. However, it is anticipated no individuals are to be

displaced with the proposed 2025 CDBG funded project (the renovation of the old village hall to a community center).

Contacts

The Village Clerk, located in the Administrative Office at 2383 Maple Dr., Sister Bay, Wisconsin, 54234, phone (920) 854-4118, is responsible for tracking the replacement of lower-income dwelling units and ensuring that they are provided within the required period.

The Village Clerk, located in the Administrative Office at 2383 Maple Dr., Sister Bay, Wisconsin, 54234, phone (920) 854-4118, is responsible for providing relocation payments and other relocation assistance to any lower-income person displaced by the demolition of any dwelling unit or the conversion of lower-income dwelling units to another use.

Be advised however, it is anticipated no individuals are to be displaced with the proposed 2025 CDBG funded project (the renovation of the old village hall to a community center).

[End of Plan]

Introduced at a regular meeting of the Board of Trustees of the Village of Sister Bay held this 25th day of March, 2025.

PASSED BY the Village of Sister Bay, which includes the Village President and all elected trustees present at the Board of Trustees meeting.

Passed and adopted this 25th day of March, 2025.

_____
Nate Bell, Village President

ATTEST:

_____
Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

Filed/Posted: _____
Village Administration Office, 2383 Maple Dr.
Sister Bay Post Office, 10685 N Bay Shore Dr.
Sister Bay Liberty Grove Library, 2323 Mill Rd.
Effective Date: March 26, 2025

AGENDA ITEM 6n

Resolution 2025-008 and Ordinance 2025-009; Fair and Open Housing

RESOLUTION NO. 2025-008

A RESOLUTION TO ADOPT A FAIR AND OPEN HOUSING ORDINANCE

WHEREAS, the Sister Bay Village Board has decided they will be applying for Community Development Block Grant (CDBG) dollars to renovate the old village hall on North Bay Shore Drive into a community center, a use supported by the public; and,

WHEREAS, to apply for CDBG funding, the village must adopt a Fair and Open Housing Ordinance, said ordinance to become Chapter 42 of the Village of Sister Bay Municipal Code; and,

WHEREAS, the CDBG grant opportunity has brought to the village's attention the need to implement measures to ensure fair and open housing; and,

WHEREAS, not only is a Fair and Open Housing Ordinance necessary to apply for CDBG funding, but it is important so residents know and understand there are state and local laws and policies that strive for a unitary housing market free from arbitrary restrictions and one that protects them from discrimination; and,

WHEREAS, the village recognizes its responsibilities under Wisconsin Statutes §106.50, as amended, and endorses the concepts of fair and open housing for all persons and the prohibition of discrimination therein.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees for the Village of Sister Bay, in order to ensure fair and open housing in the village, they hereby adopt Wisconsin Statutes §106.50, as amended, and all subsequent amendments thereto; all officials and employees of the Village of Sister Bay shall familiarize themselves with the issues associated with fair and open housing and the ordinance adopted by the village to assist with the orderly prevention and removal of all discrimination in housing within the Village of Sister Bay municipal jurisdiction by implementing the authority and enforcement procedures set forth in Wisconsin Statutes §106.50, as amended; and, the Village Clerk maintain forms for open and fair housing complaints to be filed under Wisconsin Statutes §106.50, as amended, and shall assist any person alleging a violation thereof in the Village of Sister Bay to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Wisconsin Statutes §106.50, as amended.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 25th day of March, 2025.

Passed and accepted this 25th day of March, 2025.

_____
Nate Bell
Village President

ATTEST:

_____
Heidi Teich, Village Clerk

VOTE: Aye _____ Nay _____

[Posting Information on Second Page]

Filed/Posted: _____
Village Administration Office, 2383 Maple Dr.
Sister Bay Post Office, 10685 N Bay Shore Dr.
Sister Bay Liberty Grove Library, 2323 Mill Rd.
Effective Date: March 26, 2025

ORDINANCE NO. 2025-009

CREATING CHAPTER 42 - A FAIR AND OPEN HOUSING ORDINANCE

WHEREAS, the Village of Sister Bay promotes fair and open housing for all residents within the Village of Sister Bay; and

WHEREAS, the Village of Sister Bay proposes to apply for Community Development Block Grant funds and proposes adopting a Fair and Open Housing Ordinance to ensure all residents are treated fairly and provided equal opportunities for housing within the village's incorporated limits.

NOW, THEREFORE, at the March 25, 2025, meeting of the Village of Sister Bay Board of Trustees, the Village Board does hereby create Chapter 42 of the Village of Sister Bay Municipal Code, to be titled "Fair and Open Housing".

Section 1 – Adoption of Amendments.
Create Chapter 42, *Fair and Open Housing*, as shown below. Additions are in red font.

Chapter 42
Fair and Open Housing

42.01 Title
42.02 Wisconsin Statures Incorporated
42.03 Intent and Declaration of Policy
42.04 Definitions
42.05 Prohibitions
42.06 Exemptions and Exclusions
42.07 Administration and Enforcement
42.08 Non-Exclusivity

42.01 Title
The title of this Chapter shall be the Fair and Open Housing Ordinance.

42.02 Wisconsin Statutes Incorporated

A. Wisconsin Statutes §66.1011, *Local Equal Opportunities*, as it currently exists or is subsequently amended, is incorporated herein by reference as if fully set forth.
B. Wisconsin Statutes §106.50, *Open Housing*, as it currently exists or is subsequently amended, is incorporated herein by reference as if fully set forth.
C. For the purposes of construction of this ordinance, all references to the Wisconsin Statutes shall be as those statutes currently exist or as they may be hereafter revised.

42.03 Intent and Declaration of Policy

A. The intent and declaration of policy of this ordinance are as set forth in Wisconsin Statutes §66.1011(1) and §106.50(1) respectively.

B. The Village of Sister Bay hereby endorses the concepts of fair and open housing for all persons and the prohibition of discrimination therein.
C. This ordinance provides a means for the implementation and enforcement of these concepts.

42.04 Definitions

A. In this ordinance definitions are as set forth in Wisconsin Statutes §66.1011(m) and §106.50(1m).

42.05 Prohibitions

A. This ordinance prohibits discrimination in housing as set forth in Wisconsin Statutes §66.1011(2) and §106.50(2), (2m) and (2r).
B. Any act required to be performed or prohibited by Wisconsin Statutes §66.1011(2) and §106.50(2) and (2m) and (2r), is required or prohibited by this ordinance.

42.06 Exemptions and Exclusions

A. The exemptions and exclusions from this ordinance are as set forth in Wisconsin Statutes §106.50(5m).

42.07 Administration and Enforcement

A. The officials and employees of the Village of Sister Bay, Wisconsin, shall assist in the orderly prevention and removal of all discrimination in housing within the village by implementing the authority and enforcement procedures set forth in Wisconsin Statutes §106.50.
B. The Village of Sister Bay Clerk shall maintain forms for complaints to be filed under Wisconsin Statutes §106.50 and shall assist any person alleging a violation thereof in the Village of Sister Bay to file a complaint thereunder with the Wisconsin Department of Workforce Development, Equal Rights Division, for enforcement of Wisconsin Statutes §106.50.
C. Consistent with Wisconsin Statutes §66.1011(2):
    1. A complainant, aggrieved person or respondent may elect to remove the action to circuit court after a finding has been made that there is reasonable cause to believe that a violation of the ordinance has occurred.
    2. The Village of Sister Bay, at any time after a complaint has been filed alleging an ordinance violation, may file a complaint in circuit court seeking a temporary injunction or restraining order pending final disposition of the complaint.
    3. A forfeiture, as a penalty for violation of this subsection, is hereby established for an amount that is equal to the statutory forfeitures under Wisconsin Statutes §106.50(6)(h).

42.08 Non-Exclusivity

A. The enactment, administration or enforcement of this ordinance is not exclusive and shall not:
    1. Preclude the village from adopting any other ordinance or providing for the enforcement of any other law or ordinance relating to the same or any other matter.
    2. Preclude the proceeding under any other ordinance or law relating to the same or any other matter.
    3. Limit any rights or remedies which may be available to any person.

Section 2 – Availability for Public Inspection.
A copy of this Ordinance shall be permanently on file and open to public inspection in the Office of the Village Clerk after its enactment and for a period of not less than two (2) weeks before its enactment.

Section 3 – Ordinances in Conflict.
All other Ordinances in conflict herewith are hereby repealed.

Section 4 – Effective Date.
This Ordinance shall take effect and be in full force from and after its passage and publication according to law.

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 the ordinance shall not be affected thereby.

Village of Sister Bay

By: _____
Nate Bell, President

ATTEST:
_____
Heidi Teich, Village Clerk

Ayes _____ Nays _____

Filed/Posted: _____
Village Administration Office, 2383 Maple Dr.
Sister Bay Post Office, 10685 N Bay Shore Dr.
Sister Bay Liberty Grove Library, 2323 Mill Rd.
Effective Date: March 26, 2025

AGENDA ITEM 7a

Accept Bid; Sports Complex Sewer Lateral; Great Lakes Grading & Excavation

SEWER LATERAL BIDS

Date: March 25, 2025

Board/Committee: Village Board

Re: Sports Complex Sewer Lateral

Author: Julie A. Schmelzer, Village Administrator

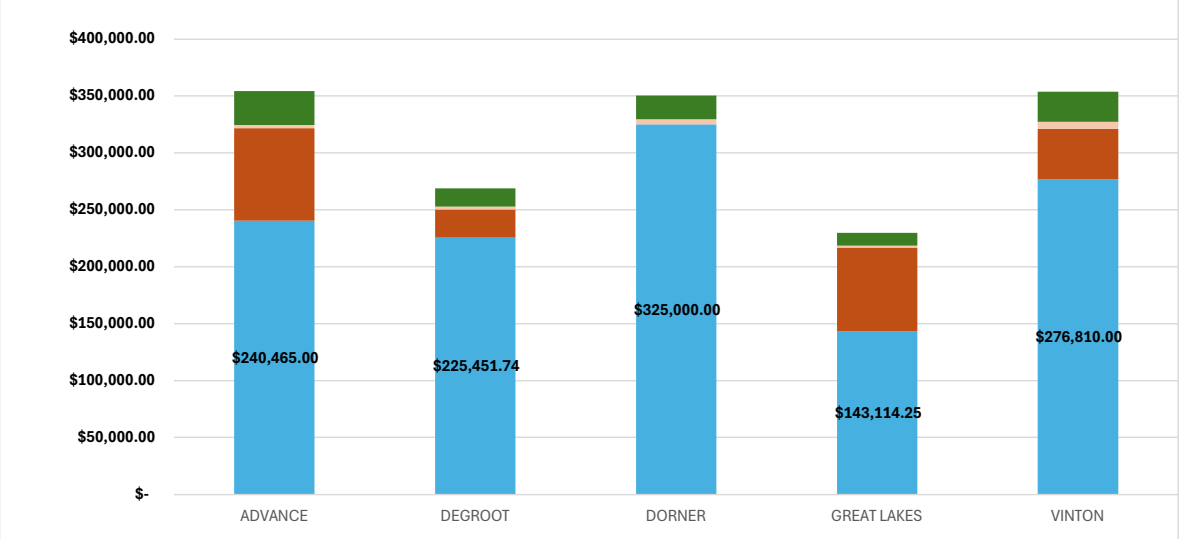
The new sewer lateral has been engineered and bids received. The lowest bidder was Great Lakes Grading and Excavating. The Board should consider approving the lowest bid, and award the work to Great Lakes Grading and Excavating.

Attached are the bids and the engineered drawings for the lateral.

QUANTITIES/BID FORM - TABULATION

BID OPENING: MARCH 4, 2025 AT 9:45AM

PROJECT: NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX - VILLAGE OF SISTER BAY, WI



	ADVANCE	DEGROOT	DORNER	GREAT LAKES	VINTON
BASE BID	$ 240,465.00	$ 225,451.74	$ 325,000.00	$ 143,114.25	$ 276,810.00
ROCK EXCAVATION	$ 81,100.00	$ 24,938.25	$ -	$ 73,801.00	$ 44,199.50
ALT 1 BALLFIELD	$ 2,899.00	$ 2,403.80	$ 4,550.00	$ 1,625.00	$ 6,300.00
ALT 2 LIFT STATION	$ 29,871.00	$ 16,080.21	$ 20,625.00	$ 11,142.50	$ 26,500.00
BASE + ROCK	*$ 321,565.00*	*$ 250,389.99*	*$ 325,000.00*	*$ 216,915.25*	*$ 321,009.50*
BASE + ROCK + ALT1	*$ 324,464.00*	*$ 252,793.79*	*$ 329,550.00*	*$ 218,540.25*	*$ 327,309.50*
BASE + ROCK + ALT1 + ALT2	*$ 354,335.00*	*$ 268,874.00*	*$ 350,175.00*	*$ 229,682.75*	*$ 353,809.50*

ADDENDUM 01
FEB 28, 2025

QUANTITIES/BID FORM

PROJECT: NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX - VILLAGE OF SISTER BAY, WI

SHEET	ITEM	UNIT	QUANTITY	COST*	SUBTOTAL*	NOTES	LUMP SUM TOTAL (SUBMITTED BID AMOUNT)
C200 (EROSION CONTROL)	MOBILIZATION	LS	1				240,465.00
	STONE TRACKING PAD	EA	1				
	SEDIMENT BALE BARRIER	EA	3			AVERAGE 20' IN LENGTH	
	EROSION CONTROL MAT	SY	1,450				
	SEED&MULCH	SY	1,450				
C301-304 (PLAN AND PROFILE)	CORE AND CONNECT TO EXISTING MANHOLE 473	LS	1				
	SAW CUT EXISTING ASPHALT	LF	170				
	PAVEMENT REPLACEMENT	SY	115				
	REPAIR EXISITING GRAVEL DRIVEWAY TO SERVICEABLE CONDITION	SY	425				
	REPAIR EXISTING FENCE	LS	1				
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 01)	LS	1			STA 3+53	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 02)	LS	1			STA 7+33	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 03)	LS	1			STA 9+39	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 04)	LS	1			STA 12+63	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 05)	LS	1			STA 15+41	
	SANITARY PIPE INSTALLATION - 8" DIAMETER	LF	1,545				
	PIPE INSULATION	LF	250			STA 3+00 TO STA 5+50	
	~~ROCK EXCAVATION AREA~~	~~LF~~	~~811~~	—	—	~~STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR~~	
	CONSTRUCTION STAKING	EA	2			ASSUME 2 STAKING TRIPS	
	PIPE INSTALLATION TESTING	LS	1			PRESSURE AND DEFLECTION TESTING	
ROCK EXCAVATION	ROCK EXCAVATION AREA	LF	811	100.00	81,100.00	IF ENCOUNTERED, TO BE PAID BY LINEAR FOOT STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR ENGINEER + OWNER TO APPROVE PRIOR TO EXCAVATION	81,100.00

ALTERNATE 1 - BALLFIELD PAVILION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1				2,899.00
	PIPE INSTALLATION - 4" DIAMETER	LF	30				
ALTERNATE 2 - WARMING HOUSE LIFT STATION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1				29,871.00
	PIPE INSTALLATION - 4" DIAMETER	LF	21				
	REMOVE LIFT STATION	LS	1				
	REPLACE PRESSURE TAP AT FORCE MAIN	LS	1				

*COLUMNS INCLUDED FOR CONTRACTOR ESIMATION PURPOSES ONLY, FINAL BID AMOUNT IS LUMP SUM

ADVANCE CONSTRUCTION

ADDENDUM 01
FEB 28, 2025

QUANTITIES/BID FORM

PROJECT: NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX - VILLAGE OF SISTER BAY, WI

SHEET	ITEM	UNIT	QUANTITY	COST*	SUBTOTAL*	NOTES	LUMP SUM TOTAL (SUBMITTED BID AMOUNT)
C200 (EROSION CONTROL)	MOBILIZATION	LS	1	9,595.00	9,595.00		225,451.74
	STONE TRACKING PAD	EA	1	1,515.00	1,515.00		
	SEDIMENT BALE BARRIER	EA	3	151.50	454.50	AVERAGE 20' IN LENGTH	
	EROSION CONTROL MAT	SY	1,450	3.03	4,393.50		
	SEED&MULCH	SY	1,450	9.09	13,180.50		
C301-304 (PLAN AND PROFILE)	CORE AND CONNECT TO EXISTING MANHOLE 473	LS	1	5,555.00	5,555.00		
	SAW CUT EXISTING ASPHALT	LF	170	4.04	686.80		
	PAVEMENT REPLACEMENT	SY	115	172.13	19,794.95		
	REPAIR EXISITING GRAVEL DRIVEWAY TO SERVICEABLE CONDITION	SY	425	17.83	7,577.75		
	REPAIR EXISTING FENCE	LS	1	2,525.00	2,525.00		
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 01)	LS	1	5,086.95	5,086.95	STA 3+53	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 02)	LS	1	5,535.94	5,535.94	STA 7+33	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 03)	LS	1	6,737.39	6,737.39	STA 9+39	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 04)	LS	1	6,522.15	6,522.15	STA 12+63	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 05)	LS	1	6,199.91	6,199.91	STA 15+41	
	SANITARY PIPE INSTALLATION - 8" DIAMETER	LF	1,545	78.22	120,849.90		
	PIPE INSULATION	LF	250	13.13	3,282.50	STA 3+00 TO STA 5+50	
	~~ROCK EXCAVATION AREA~~	~~LF~~	~~811~~	—	—	~~STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR~~	
	CONSTRUCTION STAKING	EA	2	2,020.00	4,040.00	ASSUME 2 STAKING TRIPS	
	PIPE INSTALLATION TESTING	LS	1	1,919.00	1,919.00	PRESSURE AND DEFLECTION TESTING	
ROCK EXCAVATION	ROCK EXCAVATION AREA	LF	811	30.75	24,938.25	IF ENCOUNTERED, TO BE PAID BY LINEAR FOOT STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR ENGINEER + OWNER TO APPROVE PRIOR TO EXCAVATION	24,938.25

ALTERNATE 1 - BALLFIELD PAVILION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1	858.50	858.50		2,403.80
	PIPE INSTALLATION - 4" DIAMETER	LF	30	51.51	1,545.30		
ALTERNATE 2 - WARMING HOUSE LIFT STATION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1	858.50	858.50		16,080.21
	PIPE INSTALLATION - 4" DIAMETER	LF	21	51.51	1,081.71		
	REMOVE LIFT STATION	LS	1	5,050.00	5,050.00		
	REPLACE PRESSURE TAP AT FORCE MAIN	LS	1	9,090.00	9,090.00		

*COLUMNS INCLUDED FOR CONTRACTOR ESIMATION PURPOSES ONLY, FINAL BID AMOUNT IS LUMP SUM

DEGROOT

ADDENDUM 01
FEB 28, 2025

QUANTITIES/BID FORM

PROJECT: NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX - VILLAGE OF SISTER BAY, WI

SHEET	ITEM	UNIT	QUANTITY	COST*	SUBTOTAL*	NOTES	LUMP SUM TOTAL (SUBMITTED BID AMOUNT)
	MOBILIZATION	LS	1				
C200 (EROSION CONTROL)	STONE TRACKING PAD	EA	1				
	SEDIMENT BALE BARRIER	EA	3			AVERAGE 20' IN LENGTH	
	EROSION CONTROL MAT	SY	1,450				
	SEED&MULCH	SY	1,450				
C301-304 (PLAN AND PROFILE)	CORE AND CONNECT TO EXISTING MANHOLE 473	LS	1				
	SAW CUT EXISTING ASPHALT	LF	170				
	PAVEMENT REPLACEMENT	SY	115				
	REPAIR EXISITING GRAVEL DRIVEWAY TO SERVICEABLE CONDITION	SY	425				
	REPAIR EXISTING FENCE	LS	1				
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 01)	LS	1			STA 3+53	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 02)	LS	1			STA 7+33	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 03)	LS	1			STA 9+39	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 04)	LS	1			STA 12+63	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 05)	LS	1			STA 15+41	
	SANITARY PIPE INSTALLATION - 8" DIAMETER	LF	1,545				
	PIPE INSULATION	LF	250			STA 3+00 TO STA 5+50	
	~~ROCK EXCAVATION AREA~~	~~LF~~	~~811~~	—	—	~~STA 7+30 TO 15+41 (END): ROCK DEPTH TO BE VERIFIED BY CONTRACTOR~~	
	CONSTRUCTION STAKING	EA	2			ASSUME 2 STAKING TRIPS	$325,000.00
	PIPE INSTALLATION TESTING	LS	1			PRESSURE AND DEFLECTION TESTING	
ROCK EXCAVATION	ROCK EXCAVATION AREA	LF	811			IF ENCOUNTERED, TO BE PAID BY LINEAR FOOT STA 7+30 TO 15+41 (END): ROCK DEPTH TO BE VERIFIED BY CONTRACTOR ENGINEER + OWNER TO APPROVE PRIOR TO EXCAVATION	$0
ALTERNATE 1 - BALLFIELD PAVILION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1				$4550.00
	PIPE INSTALLATION - 4" DIAMETER	LF	30				
ALTERNATE 2 - WARMING HOUSE LIFT STATION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1				$20,625.00
	PIPE INSTALLATION - 4" DIAMETER	LF	21				
	REMOVE LIFT STATION	LS	1				
	REPLACE PRESSURE TAP AT FORCE MAIN	LS	1				

*COLUMNS INCLUDED FOR CONTRACTOR ESIMATION PURPOSES ONLY, FINAL BID AMOUNT IS LUMP SUM

DORNER

317
ADDENDUM 01
FEB 28, 2025

QUANTITIES/BID FORM

PROJECT: NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX - VILLAGE OF SISTER BAY, WI

SHEET	ITEM	UNIT	QUANTITY	COST*	SUBTOTAL*	NOTES	LUMP SUM TOTAL (SUBMITTED BID AMOUNT)
C200 (EROSION CONTROL)	MOBILIZATION	LS	1		7200		
	STONE TRACKING PAD	EA	1		1500		
	SEDIMENT BALE BARRIER	EA	3	300	900	AVERAGE 20' IN LENGTH	
	EROSION CONTROL MAT	SY	1,450	3.40	4350		
	SEED&MULCH	SY	1,450	1.10	1595		
C301-304 (PLAN AND PROFILE)	CORE AND CONNECT TO EXISTING MANHOLE 473	LS	1		1475		
	SAW CUT EXISTING ASPHALT	LF	170	3.00	510		
	PAVEMENT REPLACEMENT	SY	115	9.75	1121.25		
	REPAIR EXISITING GRAVEL DRIVEWAY TO SERVICEABLE CONDITION	SY	425	7.00	2975		
	REPAIR EXISTING FENCE	LS	1		800		
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 01)	LS	1		4200.50	STA 3+53	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 02)	LS	1		6123.50	STA 7+33	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 03)	LS	1		9183.75	STA 9+39	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 04)	LS	1		7750	STA 12+63	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 05)	LS	1		6781.25	STA 15+41	
	SANITARY PIPE INSTALLATION - 8" DIAMETER	LF	1,545	50.00	77,250		
	PIPE INSULATION	LF	250	4.00	1,000	STA 3+00 TO STA 5+50	
	~~ROCK EXCAVATION AREA~~	~~LF~~	~~811~~	—	—	~~STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR~~	
	CONSTRUCTION STAKING	EA	2	2500	5,000	ASSUME 2 STAKING TRIPS	143,114.25
	PIPE INSTALLATION TESTING	LS	1		3,000	PRESSURE AND DEFLECTION TESTING	
ROCK EXCAVATION	ROCK EXCAVATION AREA	LF	811	91.00	73,801	IF ENCOUNTERED, TO BE PAID BY LINEAR FOOT STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR ENGINEER + OWNER TO APPROVE PRIOR TO EXCAVATION	73,801.00

ALTERNATE 1 - BALLFIELD PAVILION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1		350		1625.00
	PIPE INSTALLATION - 4" DIAMETER	LF	30	42.50	1275		
ALTERNATE 2 - WARMING HOUSE LIFT STATION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1		350		11,142.50
	PIPE INSTALLATION - 4" DIAMETER	LF	21	42.50	892.50		
	REMOVE LIFT STATION	LS	1		2250		
	REPLACE PRESSURE TAP AT FORCE MAIN	LS	1		7650		

*COLUMNS INCLUDED FOR CONTRACTOR ESIMATION PURPOSES ONLY, FINAL BID AMOUNT IS LUMP SUM

229,682.75

GREAT LAKES EXCAVATING

QUANTITIES/BID FORM

PROJECT: NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX - VILLAGE OF SISTER BAY, WI

SHEET	ITEM	UNIT	QUANTITY	COST*	SUBTOTAL*	NOTES	LUMP SUM TOTAL (SUBMITTED BID AMOUNT)
	MOBILIZATION	LS	1				
C200 (EROSION CONTROL)	STONE TRACKING PAD	EA	1				
	SEDIMENT BALE BARRIER	EA	3			AVERAGE 20' IN LENGTH	
	EROSION CONTROL MAT	SY	1,450				
	SEED&MULCH	SY	1,450				
	CORE AND CONNECT TO EXISTING MANHOLE 473	LS	1				
	SAW CUT EXISTING ASPHALT	LF	170				
	PAVEMENT REPLACEMENT	SY	115				
	REPAIR EXISITING GRAVEL DRIVEWAY TO SERVICEABLE CONDITION	SY	425				
	REPAIR EXISTING FENCE	LS	1				
							$276,810.00
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 01)	LS	1			STA 3+53	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 02)	LS	1			STA 7+33	
C301-304 (PLAN AND PROFILE)	NEW SANITARY MANHOLE - 48" DIAMETER (MH 03)	LS	1			STA 9+39	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 04)	LS	1			STA 12+63	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 05)	LS	1			STA 15+41	
	SANITARY PIPE INSTALLATION - 8" DIAMETER	LF	1,545				
	PIPE INSULATION	LF	250			STA 3+00 TO STA 5+50	
	~~ROCK EXCAVATION AREA~~	~~LF~~	~~811~~	---	---	~~STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR~~	
	CONSTRUCTION STAKING	EA	2			ASSUME 2 STAKING TRIPS	
	PIPE INSTALLATION TESTING	LS	1			PRESSURE AND DEFLECTION TESTING	
ROCK EXCAVATION	ROCK EXCAVATION AREA	LF	811	$54.50	$44,199.50	IF ENCOUNTERED, TO BE PAID BY LINEAR FOOT STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR ENGINEER + OWNER TO APPROVE PRIOR TO EXCAVATION	$44,199.50

ALTERNATE 1 - BALLFIELD PAVILION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1				$6,300.00
	PIPE INSTALLATION - 4" DIAMETER	LF	30			---	
ALTERNATE 2 - WARMING HOUSE LIFT STATION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1				$26,500.00
	PIPE INSTALLATION - 4" DIAMETER	LF	21				
	REMOVE LIFT STATION	LS	1				
	REPLACE PRESSURE TAP AT FORCE MAIN	LS	1				

*COLUMNS INCLUDED FOR CONTRACTOR ESIMATION PURPOSES ONLY, FINAL BID AMOUNT IS LUMP SUM

VINTON

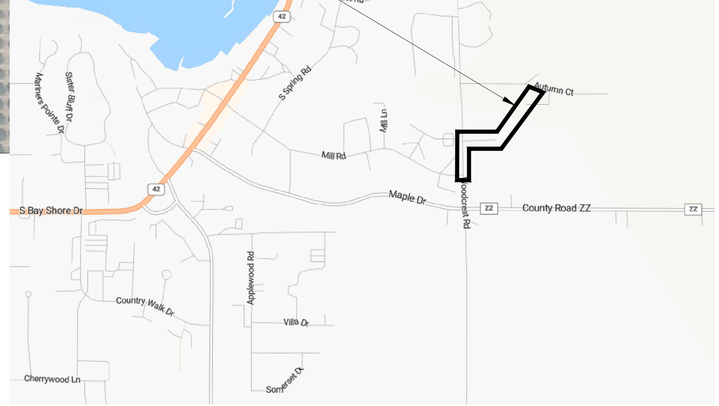
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NEW SANITARY SEWER EXTENSION AT VILLAGE SPORTS COMPLEX

SISTER BAY, WI

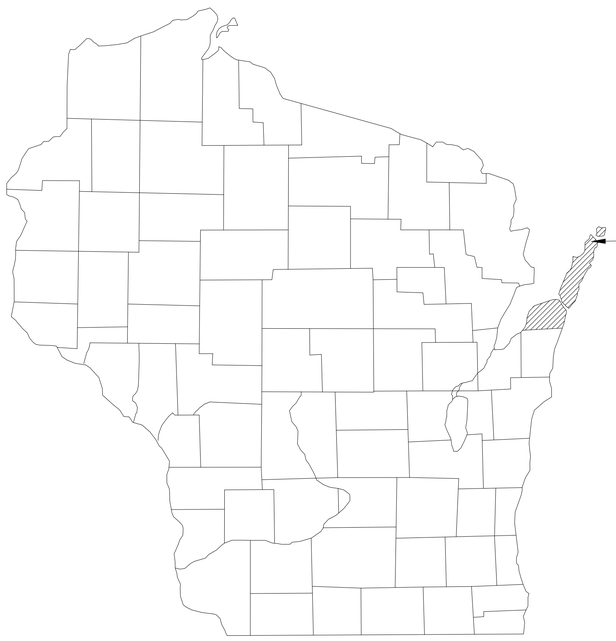
CIVIL CONSTRUCTION PLAN SET





LOCATION MAP

NO SCALE



INDEX OF SHEETS

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C400	9	CONSTRUCTION DETAILS

PROJECT TEAM:

OWNER:
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JULIE SCHMELZER, VILLAGE ADMINISTRATOR
2383 MAPLE DRIVE
PO BOX 769
SISTER BAY, WI 54234
920-854-4118
JULIE.SCHMELZER@SISTERBAYWI.GOV

CIVIL ENGINEER:
STANTEC CONSULTING SERVICES, INC.
312 N 5TH AVE
STURGEON BAY, WI 54235

CONTACT:
SKYLER WITALISON, P.E.
920-298-1763
SKYLER.WITALISON@STANTEC.COM

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920-854-4118

SISTER BAY PUBLIC WORKS
MEGAN BARNES, DPW DIRECTOR
2124 AUTUMN COURT
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EMERGENCY NUMBERS

POLICE/FIRE
911

NON-EMERGENCY NUMBERS

SHERIFF
920-746-2400

FIRE DEPARTMENT
920-854-4021

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Call 811 3 Work Days Before You Dig
Or Toll Free (800) 242-8511
Hearing Impaired TDD (800) 542-2289
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THE LOCATIONS OF EXISTING UTILITY INSTALLATIONS AS SHOWN ON THIS PLAN ARE APPROXIMATE. THERE MAY BE OTHER UNDERGROUND UTILITY INSTALLATIONS WITHIN THE PROJECT AREA THAT ARE NOT SHOWN.

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COVER SHEET

NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX
VILLAGE OF SISTER BAY
SISTER BAY, DOOR COUNTY, WI 54234

DATE OF ISSUANCE
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NO	REVISION	DATE

SURVEY	STANTEC
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CHECKED	SRW
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PROJ. NO.	193806896

SHEET NUMBER
C001

Plot Date: 02/05/2025 - 1:28pm
Drawing: C:\Users\skyler.witalison\Documents\Revit Archive\19380689x_2403A1Y3806896x_VOSB_SPORTS COMPLEX SANITARY_ENG.dwg
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QUANTITIES/BID FORM

PROJECT: NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX - VILLAGE OF SISTER BAY, WI

SHEET	ITEM	UNIT	QUANTITY	COST*	SUBTOTAL*	NOTES	LUMP SUM TOTAL (SUBMITTED BID AMOUNT)
C200 (EROSION CONTROL)	MOBILIZATION	LS	1				
	STONE TRACKING PAD	EA	1				
	SEDIMENT BALE BARRIER	EA	3			AVERAGE 20' IN LENGTH	
	EROSION CONTROL MAT	SY	1,450				
	SEED&MULCH	SY	1,450				
C301-304 (PLAN AND PROFILE)	CORE AND CONNECT TO EXISTING MANHOLE 473	LS	1				
	SAW CUT EXISTING ASPHALT	LF	170				
	PAVEMENT REPLACEMENT	SY	115				
	REPAIR EXISITING GRAVEL DRIVEWAY TO SERVICEABLE CONDITION	SY	425				
	REPAIR EXISTING FENCE	LS	1				
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 01)	LS	1			STA 3+53	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 02)	LS	1			STA 7+33	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 03)	LS	1			STA 9+39	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 04)	LS	1			STA 12+63	
	NEW SANITARY MANHOLE - 48" DIAMETER (MH 05)	LS	1			STA 15+41	
	SANITARY PIPE INSTALLATION - 8" DIAMETER	LF	1,545				
	PIPE INSULATION	LF	250			STA 3+00 TO STA 5+50	
	ROCK EXCAVATION AREA	LF	811			STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR	
	CONSTRUCTION STAKING	EA	2			ASSUME 2 STAKING TRIPS	
	PIPE INSTALLATION TESTING	LS	1			PRESSURE AND DEFLECTION TESTING	
ROCK EXCAVATION	ROCK EXCAVATION AREA	LF	811			IF ENCOUNTERED, TO BE PAID BY LINEAR FOOT STA 7+30 TO 15+41 (END); ROCK DEPTH TO BE VERIFIED BY CONTRACTOR ENGINEER + OWNER TO APPROVE PRIOR TO EXCAVATION	
ALTERNATE 1 - BALLFIELD PAVILION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1				
	PIPE INSTALLATION - 4" DIAMETER	LF	30				
ALTERNATE 2 - WARMING HOUSE LIFT STATION	NEW SANITARY LATERAL/WYE CONNECTION	EA	1				
	PIPE INSTALLATION - 4" DIAMETER	LF	21				
	REMOVE LIFT STATION	LS	1				
	REPLACE PRESSURE TAP AT FORCE MAIN	LS	1				

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GENERAL

1. STANTEC ASSUMES NO RESPONSIBILITY FOR DAMAGES, LIABILITY OR COSTS RESULTING FROM CHANGES OR ALTERATIONS MADE TO THIS PLAN WITHOUT THE EXPRESSED WRITTEN CONSENT OF STANTEC.

2. THE CONTRACTOR SHALL NOTIFY THE OWNER AND THE MUNICIPALITY FORTY-EIGHT HOURS PRIOR TO THE START OF CONSTRUCTION.

3. THE CONTRACTOR SHALL INDEMNIFY THE OWNER, THE ENGINEER, AND THE MUNICIPALITY, THEIR AGENTS, ETC., FROM ALL LIABILITY INVOLVED WITH THE CONSTRUCTION, INSTALLATION, AND TESTING OF THE WORK ON THIS PROJECT.

4. SITE SAFETY SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

5. THE BIDDER WILL BE SOLELY RESPONSIBLE FOR DETERMINING QUANTITIES AND SHALL STATE SUCH QUANTITIES IN HIS OR HER PROPOSAL. HE OR SHE SHALL BASE THEIR BID ON HIS OR HER OWN ESTIMATE OF THE WORK REQUIRED AND SHALL NOT RELY ON THE ENGINEER'S ESTIMATE.

6. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING SOIL CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION. A GEOTECHNICAL REPORT MAY BE AVAILABLE FROM THE OWNER. THE CONTRACTOR SHALL ABIDE BY THE RECOMMENDATIONS FO THE GEOTECHNICAL ENGINEER.

7. THE CONTRACTOR IS RESPONSIBLE FOR EXAMINING ALL SITE CONDITIONS PRIOR TO COMMENCEMENT OF CONSTRUCTION AND SHALL COMPARE FIELD CONDITIONS WITH DRAWINGS.

8. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ALL PERMITS REQUIRED FOR EXECUTION OF THE WORK. THE CONTRACTOR SHALL CONDUCT HIS WORK ACCORDING TO THE REQUIREMENTS OF THE PERMITS.

9. THE CONTRACTOR IS RESPONSIBLE FOR FIELD VERIFYING ALL UTILITY INFORMATION SHOWN ON THE PLANS PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL CALL DIGGER'S HOTLINE AT 1-800-242-8511 TO NOTIFY THE UTILITIES OF HIS OR HER INTENTIONS, AND TO REQUEST FIELD STAKING OF EXISTING UTILITIES.

10. CONTRACTOR IS ADVISED THAT ALL MUD AND DEBRIS MUST NOT BE DEPOSITED ONTO THE ADJACENT ROADWAYS PER THE REQUIREMENT OF THE MUNICIPALITY OR OTHER APPROPRIATE GOVERNMENT AGENCIES.

11. ANY ADJACENT PROPERTIES OR ROAD RIGHTS-OF-WAY WHICH ARE DAMAGED DURING CONSTRUCTION MUST BE RESTORED BY THE CONTRACTOR. THE COST OF THE RESTORATION IS CONSIDERED INCIDENTAL AND SHOULD BE INCLUDED IN THE BID PRICES.

12. CONTRACTOR SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATION AND DIMENSION OF ENTRANCES, VESTIBULES, STAIRS, RETAINING WALLS, RAMPS, PRECISE BUILDING DIMENSIONS AND EXACT BUILDING UTILITY ENTRANCE LOCATIONS.

13. CONTRACTOR SHALL PROVIDE EROSION CONTROL FACILITIES IN ACCORDANCE WITH WDNR TECHNICAL STANDARDS.

14. ALL DIMENSIONS AND CORRESPONDING HORIZONTAL CONTROL RELATED TO PAVING REPRESENT FACE OF CURB, ELEVATION AND CONTOURS REPRESENT FINISHED GRADES UNLESS OTHERWISE INDICATED. BUILDINGS ARE DIMENSIONED TO FACE OF BUILDING.

15. BEFORE PROCEEDING WITH ANY UTILITY CONSTRUCTION, THE CONTRACTOR SHALL EXCAVATE EACH EXISTING LATERAL OR POINT OF CONNECTION AND VERIFY THE SIZE, LOCATION AND ELEVATION OF ALL UTILITIES.

EROSION CONTROL NOTES

- EROSION CONTROL METHODS SHALL BE IMPLEMENTED AS DIRECTED BY THE ENGINEER PRIOR TO AND DURING CONSTRUCTION TO CONTROL WATER POLLUTION, EROSION, AND SILTATION
- THE LANDOWNER (REPRESENTATIVE) SHALL INSPECT EROSION AND SEDIMENT CONTROL PRACTICES WEEKLY, AND WITHIN 24 HOURS FOLLOWING A RAINFALL OF 0.5 INCHES OR GREATER. WRITTEN DOCUMENTATION OF EACH INSPECTION SHALL BE MAINTAINED AT THE CONSTRUCTION SITE. SEE CONSTRUCTION SITE INSPECTION REPORT (FORM 3400-187) FROM THE WDNR
- CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE AND DOCUMENTATION OF EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION PHASE. OWNER IS RESPONSIBLE FOR POST-CONSTRUCTION MAINTENANCE AND EFFORT
- ALL DISTURBED AREAS SHALL BE TREATED WITH STABILIZATION MEASURES, AS SPECIFIED, WITHIN 3 WORKING DAYS OF FINAL GRADING
- A MINIMUM OF 4 TO 6 INCHES OF TOPSOIL MUST BE APPLIED TO ALL AREAS TO BE SEEDED OR SODDED
- WINTER STABILIZATION: ALL AREAS REQUIRING SEED AFTER OCTOBER 15TH SHALL BE STABILIZED BY AN APPROVED WINTER STABILIZATION METHOD
- ALL OFF-SITE SEDIMENT DEPOSITS OCCURRING AS A RESULT OF CONSTRUCTION WORK OR STORM EVENT SHALL BE CLEANED BY THE END OF EACH WORKDAY. FLUSHING SHALL NOT BE ALLOWED
- WIND EROSION SHALL BE KEPT TO A MINIMUM DURING CONSTRUCTION. WATERING, MULCHING, OR A TACKING AGENT MAY NEED TO BE UTILIZED TO PROTECT NEARBY RESIDENTS AND WATER RESOURCES
- ANY DISTURBED AREAS OR SOIL STOCKPILES THAT REMAINS FOR MORE THAN 7 DAYS SHALL BE COVERED OR TREATED WITH STABILIZATION PRACTICES. ALL TOPSOIL STOCKPILES SHALL BE SEEDED OR HAULED OFF-SITE WITHIN 60 DAYS OF CONSTRUCTION COMPLETION. THE CONTRACTOR SHALL DISPOSE OF ALL OTHER WASTE AND EXCESS MATERIAL IN AN APPROVED MANNER
- ALL TEMPORARY BEST MANAGEMENT PRACTICES SHALL BE MAINTAINED UNTIL THE SITE IS STABILIZED. ANY SOIL EROSION THAT OCCURS AFTER FINAL GRADING AND/OR THE APPLICATION OF STABILIZATION MEASURES MUST BE REPAIRED AND STABILIZATION WORK REDONE
- WHEN THE DISTURBED AREA HAS BEEN STABILIZED BY PERMANENT VEGETATION OR OTHER MEANS, TEMPORARY EROSION CONTROL PRACTICES SHALL BE REMOVED
- EROSION CONTROL CONSTRUCTION STANDARDS - SEE WDNR CONSTRUCTION SITE EROSION & SEDIMENT CONTROL STANDARDS AS FOLLOWS:
  - 1053 = CHANNEL EROSION MAT
  - 1066 = CONSTRUCTION SITE DIVERSION
  - 1062 = DITCH CHECKS
  - 1068 = DUST CONTROL
  - 1050 = LAND APPLICATION OF ADDITIVES FOR EROSION CONTROL
  - 1058 = MULCHING FOR CONSTRUCTION SITES
  - 1052 = NON-CHANNEL EROSION MAT
  - 1059 = SEEDING
  - 1057 = TRACKOUT CONTROL PRACTICES
  - 1067 = GRADING PRACTICES FOR EROSION CONTROL - TEMPORARY
  - 1054 = VEGETATIVE BUFFER FOR CONSTRUCTION SITES
  - 1061 = DE-WATERING
  - 1055 = SEDIMENT BALE BARRIER
  - 1064 = SEDIMENT BASIN
  - 1063 = SEDIMENT TRAP
  - 1070 = SILT CURTAIN
  - 1056 = SILT FENCE
  - 1060 = STORM DRAIN INLET PROTECTION FOR CONSTRUCTION SITES
  - 1069 = TURBIDITY BARRIERS
  - 1051 = WATER APPLICATION OF ADDITIVES FOR EROSION CONTROL
  - 1071 = INTERIM MANUFACTURED PERIMETER CONTROL AND SLOPE INTERRUPTION PRODUCTS

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GENERAL NOTES AND QUANTITIES

NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX
VILLAGE OF SISTER BAY
SISTER BAY, DOOR COUNTY, WI 54234

DATE OF ISSUANCE
DRAFT 2025.02.05

NO	REVISION	DATE

SURVEY	STANTEC
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DESIGNED	SRW
CHECKED	SRW
APPROVED	SRW
PROJ. NO.	193806896

SHEET NUMBER
C100

Plot Date: 02/05/2025 - 1:28pm
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Xrefs: SHEET BORDER_22X34.dwg, 219386896 x 100_PARKS BLDG. I SANITARY SURV V200_4 PIPE NETWORK

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SHEET KEY NOTES

SEE EROSION CONTROL NOTES SHEET C100

1. STONE TRACKING PAD; SEE WDNR STANDARD 1057 "TRACKOUT CONTROL PRACTICES"
2. SEDIMENT BALE BARRIER; SEE WDNR STANDARD 1055 "SEDIMENT BALE BARRIER"
3. EROSION CONTROL MAT OVER TRENCH AREA; SEE WDNR STANDARD 1053 "CHANNEL EROSION MAT" AND 1052 "NON-CHANNEL EROSION MAT"
4. SEED & MULCH TRENCHED AREA OR HYDROSEED; SEE WDNR STANDARDS 1058 "MULCHING FOR CONSTRUCTION SITES" AND 1059 "SEEDING"; VERIFY WITH VILLAGE PARKS DEPARTMENT FOR GRASS SEED MIXTURE TYPES
5. CONSTRUCTION EQUIPMENT AND SOIL/MATERIAL STOCKPILE AREA

AUTUMN CT
PARKING LOT
WOODCREST ROAD
50' ROW
BUILDING "WARMING HOUSE"
NEW PARKS BUILDING (BY OTHERS) FF=805.0 FG=803.00
RALUTED PAVILION
HANDHOLE
0+00
1+00
2+00
3+00
4+00
5+00
6+00
7+00
8+00
9+00
10+00
11+00
12+00
13+00
14+00
15+00
15+41

0 50' 100'

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EROSION CONTROL PLAN

NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX
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SISTER BAY, DOOR COUNTY, WI 54234

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PROJ. NO.	193806896

SHEET NUMBER
C200

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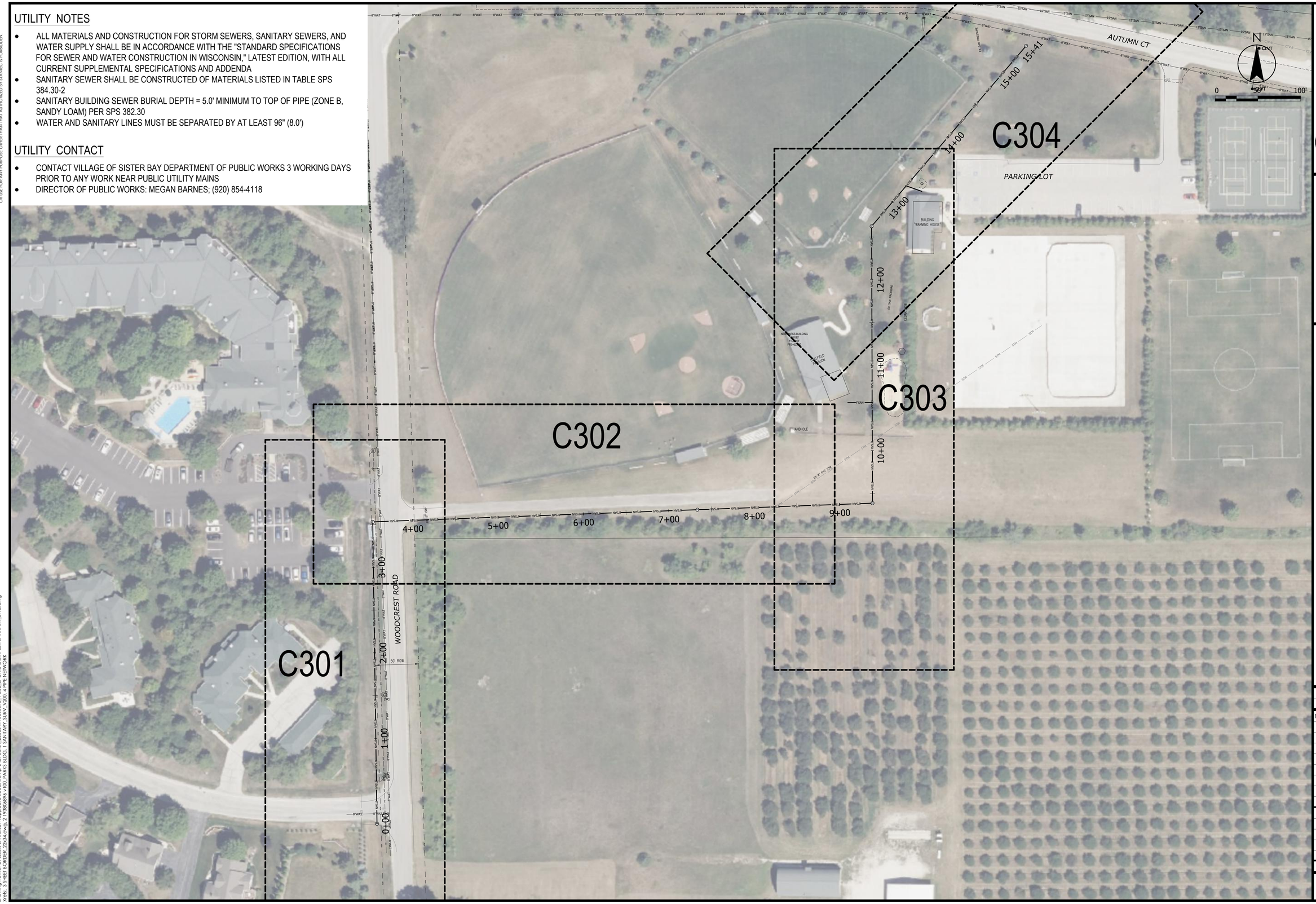
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UTILITY NOTES

- ALL MATERIALS AND CONSTRUCTION FOR STORM SEWERS, SANITARY SEWERS, AND WATER SUPPLY SHALL BE IN ACCORDANCE WITH THE "STANDARD SPECIFICATIONS FOR SEWER AND WATER CONSTRUCTION IN WISCONSIN," LATEST EDITION, WITH ALL CURRENT SUPPLEMENTAL SPECIFICATIONS AND ADDENDA
- SANITARY SEWER SHALL BE CONSTRUCTED OF MATERIALS LISTED IN TABLE SPS 384.30-2
- SANITARY BUILDING SEWER BURIAL DEPTH = 5.0' MINIMUM TO TOP OF PIPE (ZONE B, SANDY LOAM) PER SPS 382.30
- WATER AND SANITARY LINES MUST BE SEPARATED BY AT LEAST 96" (8.0')

UTILITY CONTACT

- CONTACT VILLAGE OF SISTER BAY DEPARTMENT OF PUBLIC WORKS 3 WORKING DAYS PRIOR TO ANY WORK NEAR PUBLIC UTILITY MAINS
- DIRECTOR OF PUBLIC WORKS: MEGAN BARNES; (920) 854-4118



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UTILITY SITE PLAN + PLAN/PROFILE SHEET INDEX

NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX
VILLAGE OF SISTER BAY
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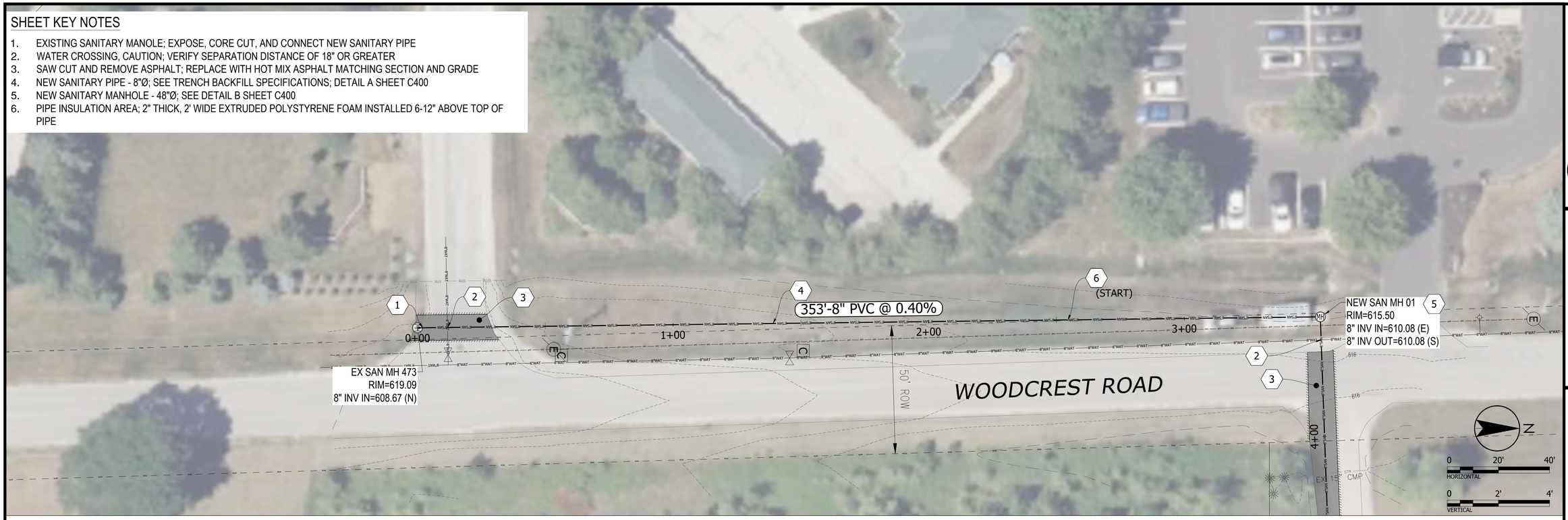
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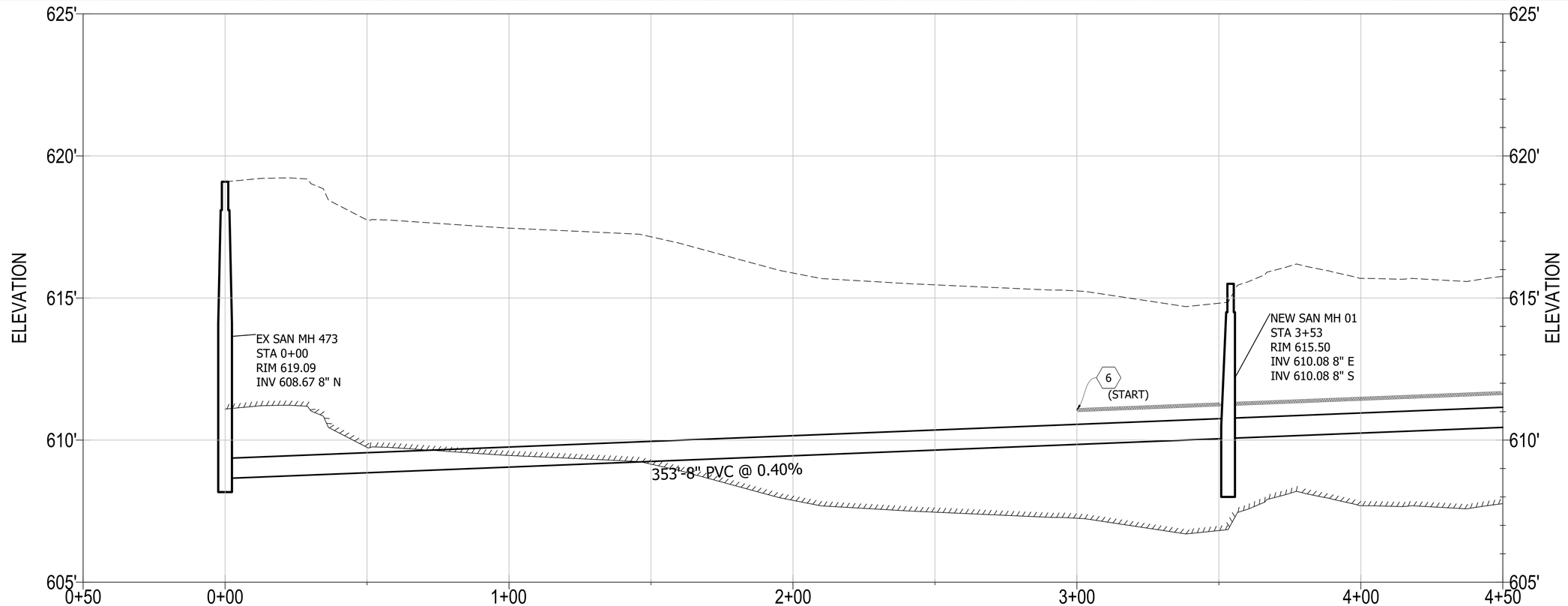
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Xrefs: 3 SHEET BORDER 22x34.dwg, 2 193806896 x100_PARKS BLDG_1 SANITARY SURV_V200_4 PIPE NETWORK

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SHEET KEY NOTES

1. EXISTING SANITARY MANOLE; EXPOSE, CORE CUT, AND CONNECT NEW SANITARY PIPE
2. WATER CROSSING, CAUTION; VERIFY SEPARATION DISTANCE OF 18" OR GREATER
3. SAW CUT AND REMOVE ASPHALT; REPLACE WITH HOT MIX ASPHALT MATCHING SECTION AND GRADE
4. NEW SANITARY PIPE - 8"Ø; SEE TRENCH BACKFILL SPECIFICATIONS; DETAIL A SHEET C400
5. NEW SANITARY MANHOLE - 48"Ø; SEE DETAIL B SHEET C400
6. PIPE INSULATION AREA; 2" THICK, 2' WIDE EXTRUDED POLYSTYRENE FOAM INSTALLED 6-12" ABOVE TOP OF PIPE





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PLAN AND PROFILE - STA 0+00 TO 4+00

NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX
VILLAGE OF SISTER BAY
SISTER BAY, DOOR COUNTY, WI 54234

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SHEET NUMBER
C301

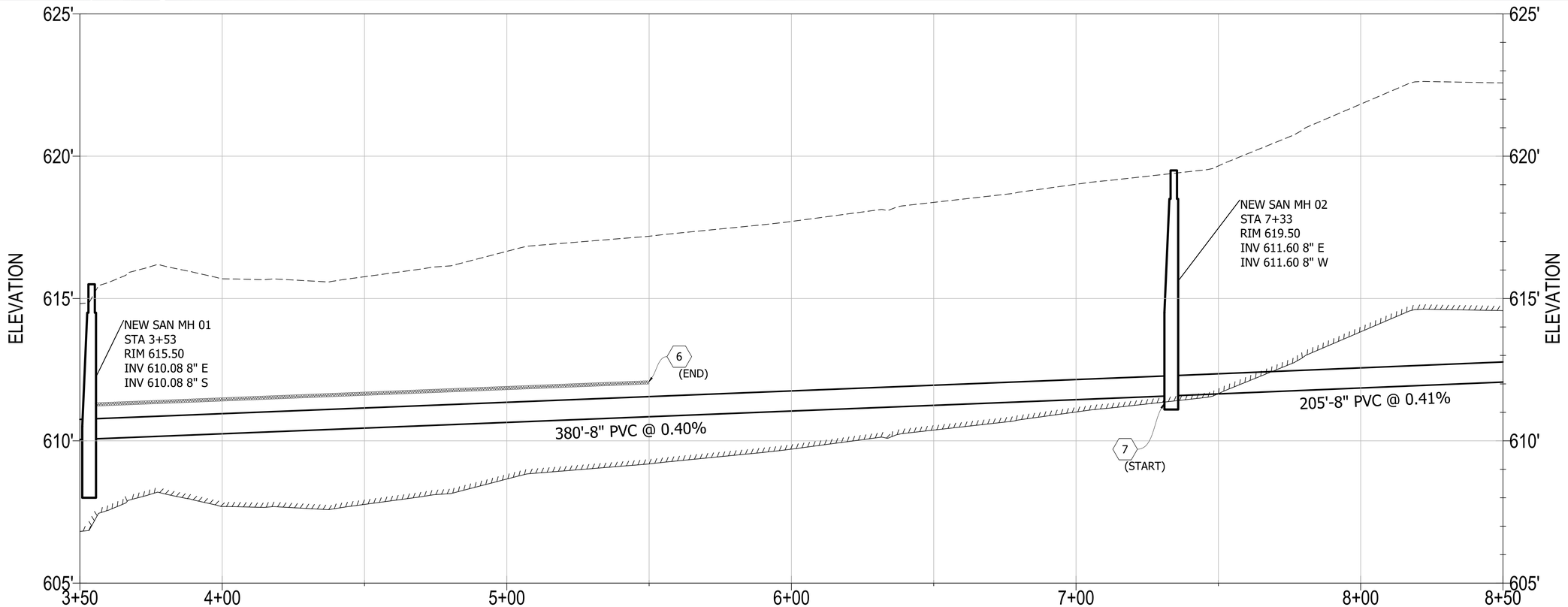
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Xrefs: $_SHEET BORDER 22X34.dwg, 2 193806896-V100_PARKS BLDG_1 $ANITARY_SURV_V200_4 PIPE NETWORK

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SHEET KEY NOTES

1. SAW CUT AND REMOVE ASPHALT; REPLACE WITH HOT MIX ASPHALT MATCHING SECTION AND GRADE
2. PROTECT IN PLACE; EXISTING STORM PIPE
3. REPAIR EXISTING GRAVEL DRIVEWAY TO SERVICEABLE USE AFTER TRENCH BACKFILL COMPLETED
4. NEW SANITARY PIPE - 8"Ø; SEE TRENCH BACKFILL SPECIFICATIONS; DETAIL A SHEET C400
5. NEW SANITARY MANHOLE - 48"Ø; SEE DETAIL B SHEET C400
6. PIPE INSULATION AREA - 2" THICK, 2' WIDE EXTRUDED POLYSTYRENE FOAM INSTALLED 6-12" ABOVE TOP OF PIPE
7. ROCK EXCAVATION AREA; ROCK ASSUMED TO BE 8' BELOW SURFACE; CONTRACTOR TO VERIFY





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PLAN AND PROFILE - STA 4+00 TO 8+00

NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX
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CHECKED	SRW
APPROVED	SRW
PROJ. NO.	193806896

SHEET NUMBER
C302

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Xrefs: 3_SHEET BORDER 22x34.dwg, 2 193806896-V100_PARKS BLDG 1_SANITARY_SURV_V200_4 PIPE NETWORK

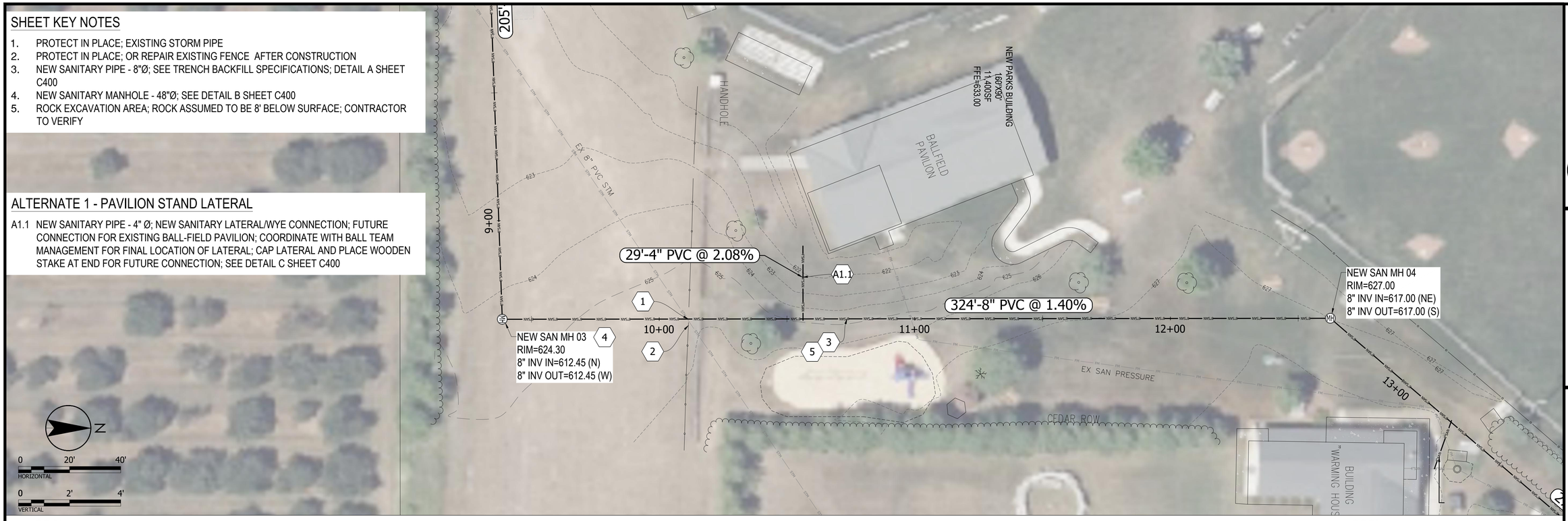
THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC WITHOUT DELAY. THE COPYRIGHTS TO ALL DESIGNS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

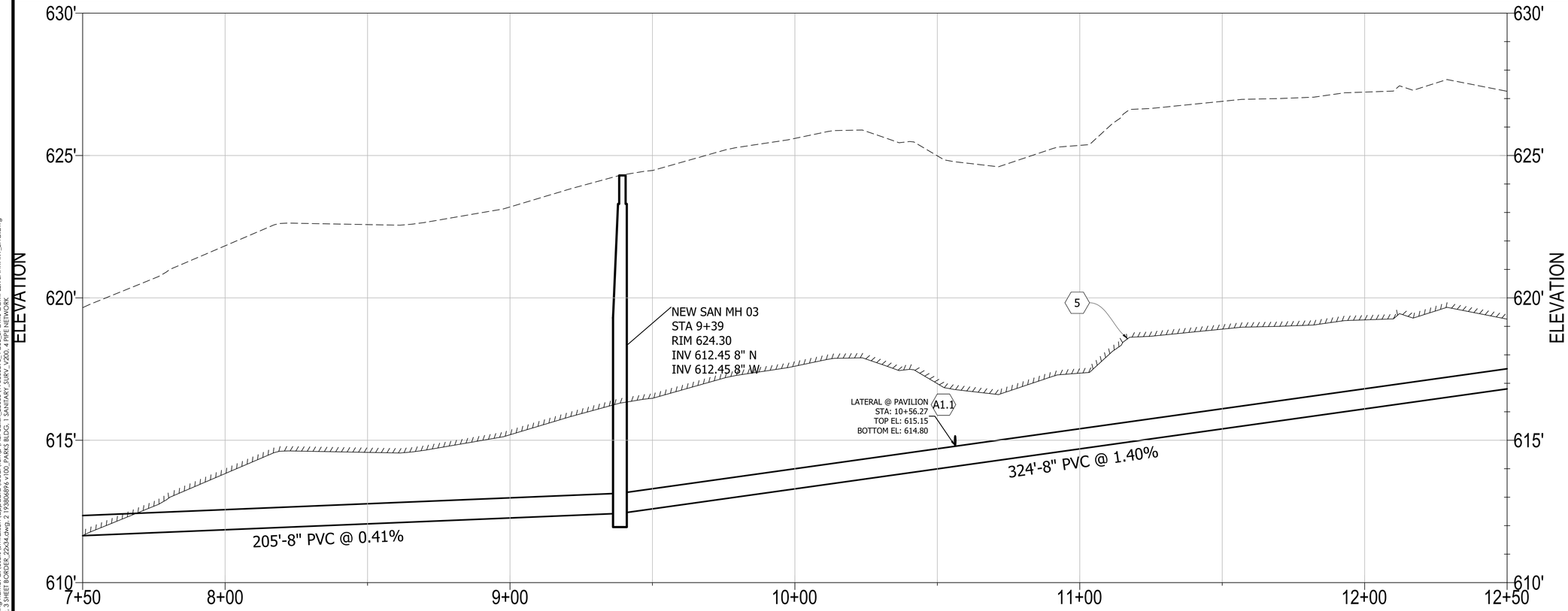
SHEET KEY NOTES

1. PROTECT IN PLACE; EXISTING STORM PIPE
2. PROTECT IN PLACE; OR REPAIR EXISTING FENCE AFTER CONSTRUCTION
3. NEW SANITARY PIPE - 8"Ø; SEE TRENCH BACKFILL SPECIFICATIONS; DETAIL A SHEET C400
4. NEW SANITARY MANHOLE - 48"Ø; SEE DETAIL B SHEET C400
5. ROCK EXCAVATION AREA; ROCK ASSUMED TO BE 8' BELOW SURFACE; CONTRACTOR TO VERIFY

ALTERNATE 1 - PAVILION STAND LATERAL

A1.1 NEW SANITARY PIPE - 4" Ø; NEW SANITARY LATERAL/WYE CONNECTION; FUTURE CONNECTION FOR EXISTING BALL-FIELD PAVILION; COORDINATE WITH BALL TEAM MANAGEMENT FOR FINAL LOCATION OF LATERAL; CAP LATERAL AND PLACE WOODEN STAKE AT END FOR FUTURE CONNECTION; SEE DETAIL C SHEET C400





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PLAN AND PROFILE - STA 8+00 TO 12+00

NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX
VILLAGE OF SISTER BAY
SISTER BAY, DOOR COUNTY, WI 54234

DATE OF ISSUANCE
DRAFT 2025.02.05

NO	REVISION	DATE

SURVEY	STANTEC
DRAWN	SRW
DESIGNED	SRW
CHECKED	SRW
APPROVED	SRW
PROJ. NO.	193806896

SHEET NUMBER
C303

Plot Date: 02/05/2025 - 1:28pm
Plotted by: Sarah Wilson
Xrefs: 3_SHEET BORDER 22X34.dwg; 2 193806896-x-100_PARKS BLDG 1_SANITARY_SURV_V200_4 PIPE NETWORK
Drawing Path: C:\Users\sarah.wilson\Documents\Vaults\Temp\1A-Publish 24X36\A 193806896_VOSB_SPORTS COMPLEX SANITARY_ENG.dwg

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC IMMEDIATELY. THE COPYRIGHTS TO ALL DESIGNS AND DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.

SHEET KEY NOTES

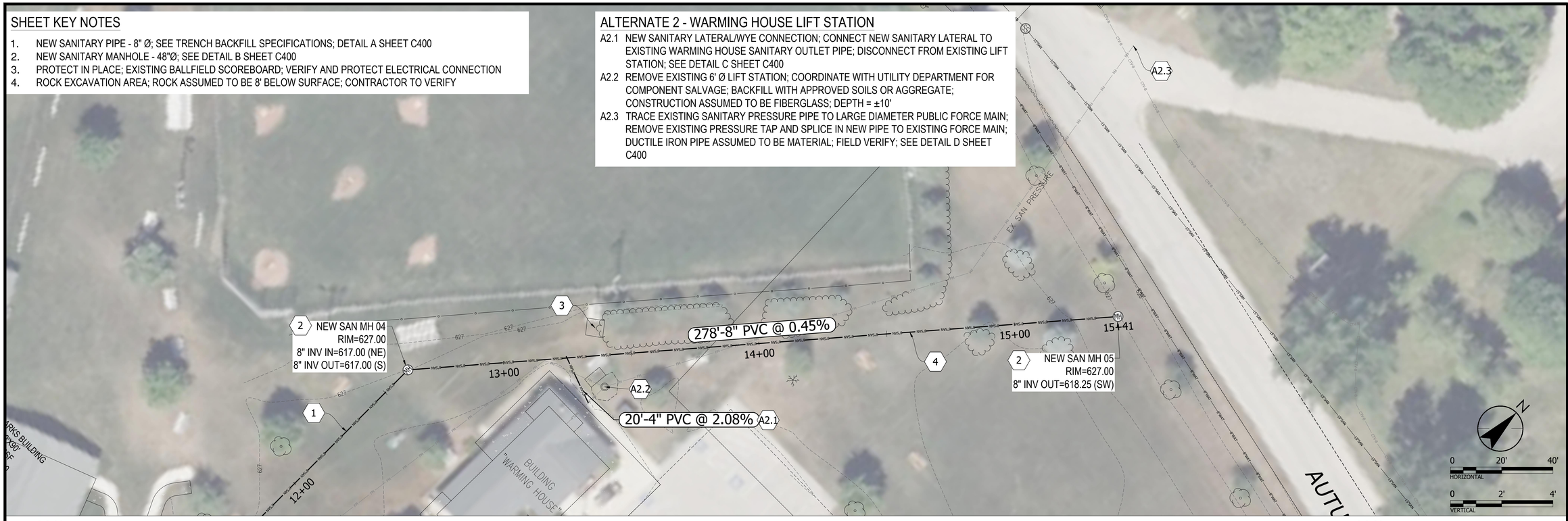
1. NEW SANITARY PIPE - 8" Ø; SEE TRENCH BACKFILL SPECIFICATIONS; DETAIL A SHEET C400
2. NEW SANITARY MANHOLE - 48"Ø; SEE DETAIL B SHEET C400
3. PROTECT IN PLACE; EXISTING BALLFIELD SCOREBOARD; VERIFY AND PROTECT ELECTRICAL CONNECTION
4. ROCK EXCAVATION AREA; ROCK ASSUMED TO BE 8' BELOW SURFACE; CONTRACTOR TO VERIFY

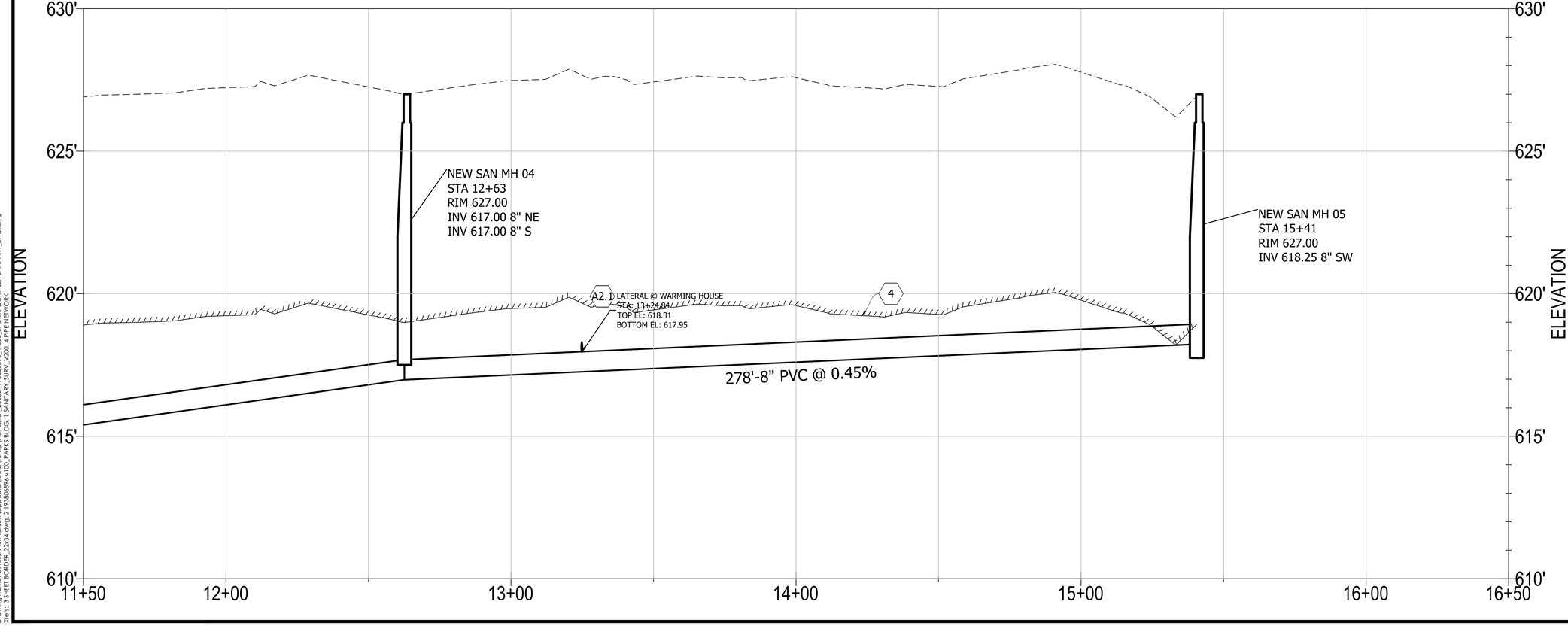
ALTERNATE 2 - WARMING HOUSE LIFT STATION

A2.1 NEW SANITARY LATERAL/WYE CONNECTION; CONNECT NEW SANITARY LATERAL TO EXISTING WARMING HOUSE SANITARY OUTLET PIPE; DISCONNECT FROM EXISTING LIFT STATION; SEE DETAIL C SHEET C400

A2.2 REMOVE EXISTING 6' Ø LIFT STATION; COORDINATE WITH UTILITY DEPARTMENT FOR COMPONENT SALVAGE; BACKFILL WITH APPROVED SOILS OR AGGREGATE; CONSTRUCTION ASSUMED TO BE FIBERGLASS; DEPTH = ±10'

A2.3 TRACE EXISTING SANITARY PRESSURE PIPE TO LARGE DIAMETER PUBLIC FORCE MAIN; REMOVE EXISTING PRESSURE TAP AND SPLICE IN NEW PIPE TO EXISTING FORCE MAIN; DUCTILE IRON PIPE ASSUMED TO BE MATERIAL; FIELD VERIFY; SEE DETAIL D SHEET C400





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PLAN AND PROFILE - STA 12+00 TO 15+72 (END)

NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX
VILLAGE OF SISTER BAY
SISTER BAY, DOOR COUNTY, WI 54234

DATE OF ISSUANCE
DRAFT 2025.02.05

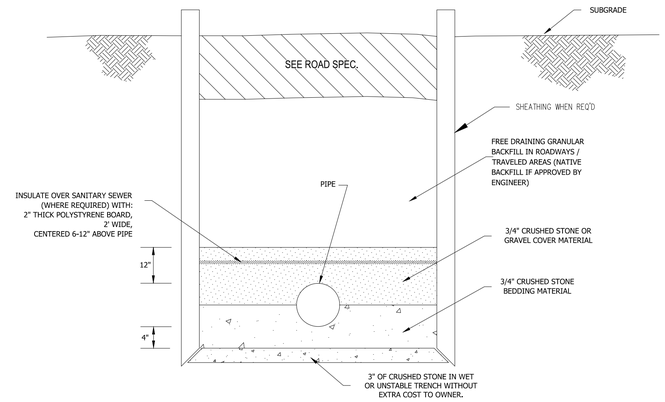
NO	REVISION	DATE

SURVEY	STANTEC
DRAWN	SRW
DESIGNED	SRW
CHECKED	SRW
APPROVED	SRW
PROJ. NO.	193806896

SHEET NUMBER
C304

Plot Date: 02/05/2025 - 1:28pm
Drawing: C:\Users\steve.wilson\Vocon\Vocon Nemo\AcPublish_2024\N193806896_VOGB_SPORTS_COMPLEX SANITARY_ENG.dwg
Xrefs: SHEET BORDER 22x34.dwg, 2 193806896 x 100_PARKS BLDG. 1 SANITARY SURV V200, 4 PIPE NETWORK

THE CONTRACTOR SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS. DO NOT SCALE THE DRAWING. ANY ERRORS OR OMISSIONS SHALL BE REPORTED TO STANTEC IMMEDIATELY. THESE DRAWINGS ARE THE PROPERTY OF STANTEC. REPRODUCTION OR USE FOR ANY PURPOSE OTHER THAN THAT AUTHORIZED BY STANTEC IS FORBIDDEN.



NOTE:
- BURIED DEPTHS VARY, SEE UTILITY PLAN FOR SEWER AND WATER DEPTHS.
- TRACER WIRE SHALL BE INSTALLED FOR ALL NON-METALLIC SEWER AND WATER PIPING PER SPS 382.30 REQUIREMENTS.

ROAD BACKFILL IN EXISTING OR PROPOSED ROADS SHALL BE COMPACTED TO 95% STANDARD PROCTOR.

BEDDING MATERIAL SHALL BE CRUSHED STONE CHIPS MEETING THE FOLLOWING GRADATION REQUIREMENTS:

SIEVE SIZES	PERCENTAGE PASSING BY WEIGHT
1-INCH	100
3/4 INCH	90-100
3/8 INCH	20-55
No. 4	0-10
No. 8	0-5

COVER MATERIAL SHALL CONSIST OF CRUSHED BANK-RUN GRAVEL. THIS MATERIAL SHALL SUBSTANTIALLY CONFORM TO THE TO THE FOLLOWING GRADATION REQUIREMENTS.

SIEVE SIZES	PERCENTAGE PASSING BY WEIGHT
1-INCH	100
3/4 INCH	85-100
3/8 INCH	50-80
No. 4	35-65
No. 40	15-30
No. 200	5-15

GRANULAR MATERIAL SHALL CONSIST OF UNIFORM GRADED DURABLE PARTICLES. SUFFICIENT FINE MATERIAL SHALL BE PRESENT TO FILL ALL THE VOIDS OF THE COURSE MATERIAL. SOME FINE CLAY OR LOAM PARTICLES ARE DESIRABLE, BUT THEY SHALL NOT BE PRESENT IN THE FORM OF LUMPS. GRANULAR BACK FILL SHALL CONFORM TO THE FOLLOWING GRADATION REQUIREMENTS:

SIEVE SIZES	PERCENTAGE PASSING BY WEIGHT
2-INCH	95-100
No. 4	65-60
Finer than No. 200	35-65

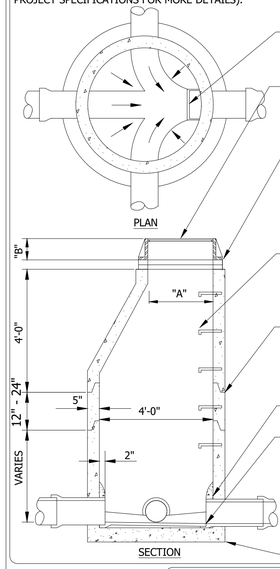
E N.T.S.
PIPE BURIAL BACKFILL (WITH INSULATION) - SPECIFICATIONS

PRECAST INVERT WITH A MINIMUM 1% THROUGH SLOPE REQUIRED.

PRECAST INVERT MUST BE 1/2 DIAMETER OF THE PIPE AND BENCHES SLOPED 2" TOWARD THE INVERT.

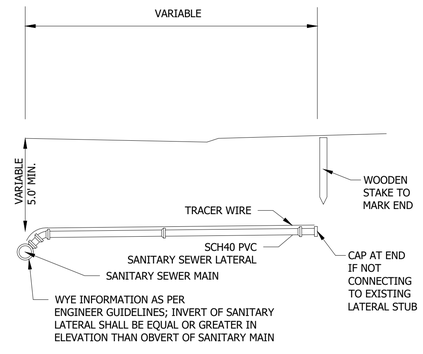
MANHOLE SECTION JOINTS SHALL BE WRAPPED WITH APPROVED MATERIAL (SEE PROJECT SPECIFICATIONS FOR MORE DETAILS).

FRAME	A	B
R-1500	22"	8"



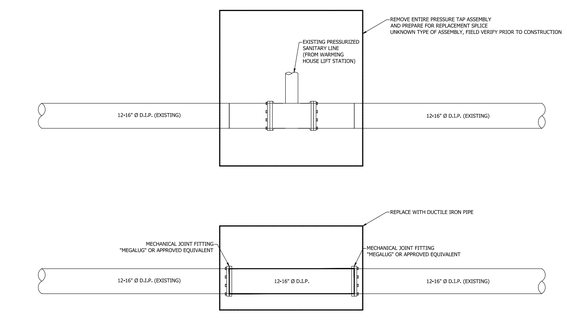
- MANHOLE STEPS SHALL BE PLACED SO THAT OFFSET VERTICAL PORTION OF CONE IS FACING DOWNSTREAM.
- NEENAH COVER WITH 2 CONCEALED PICK HOLES AND SELF SEALING LID. SEE SPECIFICATIONS FOR CASTING NUMBER
- MINIMUM OF 2 MAXIMUM OF 4 ADJUSTMENT RINGS. RING MATERIAL SHALL BE HDPE. HDPE LADTECH RINGS PROVIDED BY CITY. CHIMNEY SHALL INCLUDE AN INTERNAL CHIMNEY SEAL.
- MAXIMUM 20" ADJUSTMENT ALLOWED INCLUDING RINGS AND CASTING
- MANHOLE STEPS, COPOLYMER POLYPROPYLENE PLASTIC, WITH 1/2" GRADE 60 STEEL REINFORCEMENT OR EQUAL, 16" ON CENTER. (NO STEPS ALLOWED IN UPPER 27" BARREL)
- ALL JOINTS IN MANHOLE TO HAVE SELF LUBRICATING RUBBER GASKETS AND RAMNECK.
- NOTE: ALL INFILTRATION AREAS SHALL BE REPAIRED UNTIL MANHOLE IS WATER TIGHT.
- PIPE SHALL BE CUT OUT 2" FROM INSIDE FACE OF WALL.
- .1' DROP ACROSS INVERTS (MIN.)
- NOTE: KOR-N-SEAL MANHOLE TO BE USED FOR PIPE / MANHOLE CONNECTION.
- ALL DOG HOUSES SHALL BE GROUTED ON INSIDE OF MANHOLE. MINIMUM THICKNESS OF PRECAST BASE IS 6" FOR 14' DEEP OR LESS, AND INCREASES 1" IN THICKNESS FOR EVERY 4' OF DEPTH GREATER THAN 14'.

SANITARY SEWER MANHOLE DETAIL B



NOTES:
1. SLOPE - 1/4" PER FOOT MINIMUM.
2. PIPE JOINTS SHALL BE NON GASKETED, SOLVENT WELD TYPE.
3. FOR DEPTHS GREATER THAN 22', SERVICE PIPE SHALL BE C900 FROM MAIN TO CONNECTION, WITH TRANSITION FITTING FROM C900 TO SCH 40 INSTALLED AT CONNECTION LOCATION.
4. INSTALL #12 SOLID INSULATED COPPER TRACER WIRE - GREEN IN COLOR ABOVE ALL NON-METALLIC SANITARY SEWER

SANITARY SEWER WYE CONNECTION DETAIL C



D N.T.S.
SANITARY FORCE MAIN SPLICE

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CONSTRUCTION DETAILS

NEW SANITARY SEWER EXTENSION - SPORTS COMPLEX
VILLAGE OF SISTER BAY
SISTER BAY, DOOR COUNTY, WI 54234

DATE OF ISSUANCE
DRAFT 2025.02.05

NO	REVISION	DATE

SURVEY	STANTEC
DRAWN	SRW
DESIGNED	SRW
CHECKED	SRW
APPROVED	SRW
PROJ. NO.	193806896

SHEET NUMBER
C400

Plot Date: 02/05/2025 - 1:28pm
Plot By: Shawn Wilson
Drawing: C:\Users\shawn.wilson\Documents\Vault Ramp\Active\193806896\05 DESIGN\CAD\Civil\SANITARY SEWER\C400 SANITARY DETAILS.dwg
Xrefs: S:\SHEET BORDER 22X34.dwg, 2 193806896 x 100_PARKS_BLDG_1_SANITARY_SIRV_V200_4 PIPE NETWORK

AGENDA ITEM 7b

Park Vendor/Concession Contracts; Glide N.E.W. LLC & Peninsula Kayak

CONCESSION CONTRACTS

Date: March 25, 2025

Board/Committee: Village Board

Re: Sports Complex and Waterfront Park Concessionaires

Author: Julie A. Schmelzer, Village Administrator

At the March 3, 2025 meeting of the Parks, Property & Streets Committee, the committee reviewed responses to an RFP issued for concessionaires. There were three proposals reviewed, and two selected. One is to provide kayak, etc. rentals at Waterfront Park, and the other Segway Tours out of the Sports Complex. The recommended contracts are attached.

Sister Bay Concession Agreement

This Concession Agreement is entered into by the Village of Sister Bay (the"Village") and Peninsula Kayak (the "Concessionaire").

WHEREAS, the Village considers it necessary for the proper comfort of the public to grant to the Concessionaire a concession for the furnishing of supplies or facilities and services at Waterfront Park in Sister Bay; and,

WHEREAS, the Village considers this concession is of concern and benefit to Sister Bay and will render Sister Bay more attractive for public use.

NOW, THEREFORE, in consideration of their mutual promises, the parties agree as follows:

1. The term of this Agreement shall be three summer seasons, beginning in 2025 and ending in 2027.

2. The Village grants to the Concessionaire the right to operate a concession to provide non-motorized watercraft rentals at a location at or near the western end of Waterfront Park from May 1 through September 30. Rentals include tandem sit-on kayaks, single sit-on kayaks, and stand-up paddle boards.

3. The Village The concession will include non-motorized watercraft rentals mentioned in 2. above, but Concessionaire will have the right to offer programs such as lessons and guided tours with said watercraft. The Concessionaire shall provide, at no additional cost, the equipment required for safe operation of rentals and tours.

4. The concession shall be operated and open for business on a daily basis from, at least, the first Saturday falling after Memorial Day through Labor Day each year and at all other mutually agreeable times. Under no circumstances will the concession be open if weather conditions are, or may be, hazardous to the public.

5. All business property necessary to operate the concession will be furnished by the Concessionaire. The Concessionaire may remove such business property at any time during the term of this agreement and, upon termination of the agreement, will remove the business property within 15 days. The Concessionaire will not remove any business property or fixture if removal will damage the property or interest of the Village, including damage to the lawn.

6. The Village Parks Committee will approve of the location and material makeup of any business equipment, including the architecture of any temporary structures. The

concession and the employee parking associated with the concession will be located on the premises designated by the Parks Committee.

7. The Concessionaire will maintain and keep in good repair the premises used for the concession and will keep the immediate premises and surrounding grounds in a clean, neat, and sanitary condition at all times. The Concessionaire shall make no improvements, alterations, additions, or changes to the premises except by written approval of the Village.

8. The Village may enter upon the premises at any time upon reasonable notice for the purposes of inspection or making such repairs and improvements to the park as the Village deems necessary.

9. No signage is allowed without permission from the Village; signs may require permits.

10. The Concessionaire will pay to the Village by December 1 of each year during the term of this agreement 10% of the total gross annual sales of the concession along with a POS merchant report of said sales. The annual payment and copy of the POS report shall be submitted to the Village Finance Director. A late fee will be imposed for every day the submittal is due; a $20/day charge will be due to the village for every day the amount due and report are late.

11. The Village may terminate this agreement upon thirty (30) days written notice to the Concessionaire if the Village determines that Concessionaire's management or operation of the concession has violated on two or more occasions the terms of this agreement or the Village's code of ordinances.

12. Effective Change of Ownership. The words "Effective Change of Ownership" shall mean any cumulative change of fifty percent (50%) or more of the ownership of the Concessionaire, or any change in the authority of any individual that signs the Lease on behalf of the Concessionaire. Within ten (10) days after any Effective Change in Ownership, the Concessionaire shall notify the Village in writing with a notice specifying the changes in writing. The Parks Committee may terminate the Lease at any time after an Effective Change of Ownership by giving not less than thirty (30) days advance written notice of the termination to the Concessionaire. This Lease is not assignable.

13. The Concessionaire will indemnify the Village against any cause of action, claim, damage cost or expense, including reasonable attorney's fees, arising from the management or

operation of the concession or from breach, default or negligence of Concessionaire at the premises.

14. The Concessionaire shall maintain liability insurance effective during the term of this agreement naming the Village and its employees and Peninsula Kayak as the named insured in an amount of $1,000,000.00 single limit or per occurrence, including coverage of $1,000,000.00 for bodily and personal injury and $500,000.00 for property damage arising from operation of the concession. Any noticeof cancellation of the insurance policy will require notice to the Village. A copy of said insurance policy shall be provided annually to the Village Finance Director prior to the first day of business in the park.

15. The Concessionaire shall conduct the concession in an orderly and business- like manner, will maintain an adequate stock of equipment.

16. The Concessionaire will furnish full Workers Compensation for its employees and shall comply with all federal, state and local rules.

17. If the Village determines that an emergency exists, the Village may order the concession to be temporarily closed.

18. In this agreement, the "Village" and the "Concessionaire" shall mean to include: their respective employees, officers, members, directors, agents, servants, contractors' representatives, partners, assignees, and successors. If the Concessionaire ceases to exist in fact or by law, the Village may immediately terminate this concession agreement but shall be considered to have a secured interest in Concessionaire's equipment, inventory, bank accounts and any other assets until Concessionaire's obligations to the Village are met.

19. This agreement shall constitute the entire agreement and previous agreements or communications pertaining to this agreement are hereby superseded. Any contractual revisions, adjustments and time extensions must be made by amendment to this agreement or other written documentation signed by both parties.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Concessionaire and the Village have caused this agreement to be signed by their appropriate officers and their corporate seals to be hereunto affixed.

Concessionaire: **Peninsula Kayak**

_____
Dane Spitzer, Co-owner

_____
Robert Geitner, Co-owner

State of WISCONSIN
County of DOOR

Personally came before me this ____ day of _____, 20____, Dane Spitzer and Robert Geitner of Peninsula Kayak to me known to be the person who executed the foregoing instrument and to me acknowledged that he/she executed the foregoing instrument in such capacity.

_____
Name:
Notary
My Commission expires: _____

Village: **Village of Sister Bay**

_____
Nate Bell, Village President

_____
Heidi Teich, Village Clerk

State of WISCONSIN
County of DOOR

Personally came before me this ____ day of _____, 20____, 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 acknowledged that they executed the foregoing instrument as such officers as the deed of the municipal corporation by its authority and pursuant to the authorization by the Village Board from their meeting on the 25th day of March, 2025.

_____
Name:
Notary
My Commission expires: _____

Sister Bay Concession Agreement

This Concession Agreement is entered into by the Village of Sister Bay (the"Village") and Glide N.E.W. LLC, dba Segway the Door Tours (the "Concessionaire").

WHEREAS, the Village considers it necessary for the proper comfort of the public to grant to the Concessionaire use of Village property for a concession for the furnishing of Segway tours in Sister Bay; and,

WHEREAS, the Village considers this concession is of concern and benefit to Sister Bay and will render Sister Bay more attractive for public use.

NOW, THEREFORE, in consideration of their mutual promises, the parties agree as follows:

1. The term of this Agreement shall be three tourism seasons, beginning May 1, 2025, and ending November 1, 2027.

2. The Village grants to the Concessionaire the right to utilize the portion of the skating rink parking lot which is closest to the tennis courts at the Sister Bay Sports Complex located at 2155 Autumn Court, as a starting and ending point for Segway tours to be conducted in Sister Bay.

3. The concession will include the safe rental of Segways and the required equipment to individuals wishing to tour the Village of Sister Bay via a fixed route, and any and all tours, as well as instruction regarding the operation of the Segways.

4. All tours must originate from and end in the previously mentioned parking lot. The Concessionaire is granted permission to utilize the parking lot for loading and unloading of Segways as well as the operational instruction thereof.

5. The concession shall be operated on an ‘as booked’ basis and open for business on a daily basis from, at least, the first Saturday falling after Memorial Day through Labor Day each year and at all other mutually agreeable times. Under no circumstances will the concession be open if weather conditions are, or may be, hazardous to the public.

6. All business property necessary to operate the concession will be furnished by the Concessionaire. No equipment may be stored onsite.

7. The Concessionaire will maintain and keep in good repair the premises used for the concession and will keep the immediate premises and surrounding grounds in a clean, neat, and sanitary condition at all times. The Concessionaire shall make no improvements, alterations, additions, or changes to the premises except by written approval of the Village. The Concessionaire will not damage the property or interest of the Village, including damage to the lawn.

8. The Village may enter upon the premises at any time upon reasonable notice for the purposes of inspection or making such repairs and improvements to the Sports Complex as the Village deems necessary.

9. No new signage is allowed without permission from the Village; the existing sign at the west end of the Sports Complex is to be maintained in good condition.

10. The Concessionaire will pay to the Village by December 1 of each year during the term of this agreement 10% of the total gross annual sales of the concession along with a POS merchant report of said sales. The annual payment and copy of the POS report shall be submitted to the Village Finance Director. A late fee will be imposed for every day the submittal is due; a $20/day charge will be due to the village for every day the amount due and report are late.

11. The Village may terminate this agreement upon thirty (30) days written notice to the Concessionaire if the Village determines that Concessionaire's management or operation of the concession has violated on two or more occasions the terms of this agreement or the Village's code of ordinances.

12. Effective Change of Ownership. The words "Effective Change of Ownership" shall mean any cumulative change of fifty percent (50%) or more of the ownership of the Concessionaire, or any change in the authority of any individual that signs the Lease on behalf of the Concessionaire. Within ten (10) days after any Effective Change in Ownership, the Concessionaire shall notify the Village in writing with a notice specifying the changes in writing. The Parks Committee may terminate the Lease at any time after an Effective Change of Ownership by giving not less than thirty (30) days advance written notice of the termination to the Concessionaire. This Lease is not assignable.

13. The Concessionaire will indemnify the Village against any cause of action, claim, damage cost or expense, including reasonable attorney's fees, arising from the management or operation of the concession or from breach, default or negligence of Concessionaire at the premises.

14. The Concessionaire shall maintain liability insurance effective during the term of this agreement naming the Village and its employees and Glide N.E.W. LLC as the named

insured in an amount of $1,000,000.00 single limit or per occurrence, including coverage of $1,000,000.00 for bodily and personal injury and $500,000.00 for property damage arising from operation of the concession. Any noticeof cancellation of the insurance policy will require notice to the Village. A copy of said insurance policy shall be provided annually to the Village Finance Director prior to the first day of business in the park.

15. The Concessionaire shall conduct the concession in an orderly and business-like manner, will maintain an adequate stock of equipment.

16. The Concessionaire will furnish full Workers Compensation for its employees andshall comply with all federal, state and local rules.

17. If the Village determines that an emergency exists, the Village may order the concession to be temporarily closed.

18. In this agreement, the "Village" and the "Concessionaire" shall mean to include: their respective employees, officers, members, directors, agents, servants, contractors' representatives, partners, assignees, and successors. If the Concessionaire ceases to exist in fact or by law, the Village may immediately terminate this concession agreement but shall be considered to have a secured interest in Concessionaire's equipment, inventory, bank accounts and any other assets until Concessionaire's obligations to the Village are met.

19. This agreement shall constitute the entire agreement and previous agreements or communications pertaining to this agreement are hereby superseded. Any contractual revisions, adjustments and time extensions must be made by amendment to this agreement or other written documentation signed by both parties.

[Signature Page to Follow]

IN WITNESS WHEREOF, the Concessionaire and the Village have caused this agreement to be signed by their appropriate officers and their corporate seals to be hereunto affixed.

Concessionaire: **Glide N.E.W. LLC**

_____
Nicholas Dokolas, Owner

State of WISCONSIN
County of DOOR

Personally came before me this ____ day of _____, 20____, Nicholas Dokolas of Glide N.E.W LLC to me known to be the person who executed the foregoing instrument and to me acknowledged that he/she executed the foregoing instrument in such capacity.

_____
Name:
Notary
My Commission expires: _____

Village: **Village of Sister Bay**

_____
Nate Bell, Village President

_____
Heidi Teich, Village Clerk

State of WISCONSIN
County of DOOR

Personally came before me this ____ day of _____, 20____, 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 acknowledged that they executed the foregoing instrument as such officers as the deed of the municipal corporation by its authority and pursuant to the authorization by the Village Board from their meeting on the 25th day of March, 2025.

_____
Name:
Notary
My Commission expires: _____

AGENDA ITEM 7c

Terminate Easement; Boathouse Area

BOATHOUSE EASEMENT

Date: March 25, 2025

Board/Committee: Village Board

Re: Need to Terminate Easement

Author: Julie A. Schmelzer, Village Administrator

When the village acquired the boathouse property they failed to terminate an easement which allowed the previous owner, their successors, heirs and assigns, access to the property. This termination easement would correct the error.

Below in green is the easement which is subject of the termination easement.



TERMINATION OF EASEMENT

Register of Deeds Recording Area

Name and Return Address:

Atty. Randall Nesbitt
Law Firm of Conway, Olejniczak & Jerry
P.O. Box 23200
Green Bay, WI 5305-3200

1810005312841P2
Parcel Identification Number (PIN)

R E C I T A L S:

A. WHEREAS, The Village of Sister Bay at one time owned a property now known as parcel number 1810005312841P2 which is bordering the Bay of Green Bay and adjacent to a waterfront parcel owned by Jack Bunda;

B. AND WHEREAS, the parcel formerly owned by Jack Bunda, now known as Parcel number 1810005312841P was granted an easement in Document No. 464526, recorded at Vol. 404, Page 602, Door County Records, over the Village of Sister Bay parcel to access a dock owned by Bunda;

C. AND WHEREAS, the Village of Sister Bay has since purchased and acquired the Jack Bunda parcel, including the dock for which access was provided;

D. AND WHEREAS, the Village of Sister Bay is now the title owner of both the parcel which was the grantor of the access easement and the recipient of the access easement, resulting in their being no purpose for the easement;

D E C L A R A T I O N

The Village of Sister Bay Declares as follows:

1. The Village of Sister Bay is the owner of all right, title and interest in and to the following parcel in the Village of Sister Bay, hereinafter known as the "Access Parcel":

Lot 2 of CSM # 2939 recorded at Vol. 18, Pg. 27 of Certified Survey Maps, which parcel is located in Sec. 5, Township 31 N, Range 28 E in GL3, Village of Sister Bay, Door County, WI.

2. The parcel known herein as the "Bunda Parcel", which parcel is now owned in full by the Village of Sister Bay, is legally described as

Commencing at the Southeast corner of Section 5, Township 31 North, Range 28 East; thence North 57 deg. 05 min. 22 sec. West, 2706.45 feet to the centerline of STH 42 and the point of beginning; thence North 57 deg. 16 min. 11sec. West, 26.78 feet to a 3/4 inch rod; thence continue North 57 deg. 16 min. 11 sec. West. 165.71 feet to a found 1 inch iron pipe being South 57 deg. 16 min. 11 sec. East, 41 feet more or less from the high water mark of Sister Bay and t beginning of a meander line; thence North 65 deg. 45 min. 35 sec. East along said meander line 59.64 feet to a point being South 57 deg. 16 min. 11 sec. East, 32 feet more or less from the hi water mark of Sister Bay and the end of said meander line; thence South 57 deg. 16

min. 11 se East 18.82 feet; thence South 34 deg. 51 min. 59 sec. West, 1.68 feet; thence South 57 deg. 16 min. 11 sec. East, 26.70 feet; thence North 34 deg. 51 min. 59 sec. East. 1.68 feet; thence South 57 deg. 16 min. 11 sec. East, 113.74 feet to the centerline of STH 42; thence South 31deg. 45 min. 31 sec. West along said centerline, 50.01feet to the point of beginning; excepting those areas subject to Parcel 29 of Transportation Project Plat 4610-06-21-4.04, recorded in Hanger 640 of Transportation Project Plats, as Document No. 775755, Door County Records.

3. The easement which was granted to the Bunda Parcel over the Access Parcel is set forth in a deed recorded at Vol. 404, Page 602, Door County Records, and is more fully and legally described therein.

4. The Village of Sister Bay has purchased and acquired the Access Parcel and the Bunda Parcel, and is now the owner of all title and interest in both the Access Parcel and the Bunda Parcel, with no further need or use for the easement granted in Vol. 404, Page 602, Door County Records.

5. The Village of Sister Bay hereby and herein terminates the Easement as previously granted at Vol. 404, Page 602, Door County Records, and desires public records to reflect such easement termination.

Dated this _____ day of _____, 2025.

Village of Sister Bay,

By: _____
Nate Bell, Village President

By: _____
Heidi Teich, Village Clerk

ACKNOWLEDGMENT

STATE OF WISCONSIN)
)SS
COUNTY OF DOOR)

Personally came before me this _____ day of _____, 2025, the above-named Nate Bell and Heidi Teich, to me known to be the person who executed the foregoing instrument and has acknowledged the same.

_____
Name:
Notary Public, State of Wisconsin
My commission is/expires: _____

This document was drafted by:
Attorney Randall J. Nesbitt
Law Firm of Conway, Olejniczak & Jerry, S.C.
231 South Adams Street
Green Bay, WI 54305-3200

AGENDA ITEM 7d

Approve Open Book & Board of Review Dates

Village of Sister Bay
BOARD REPORT

Meeting Date 3/25/25

Recommendation: That the Village Board approve the dates for the 2025 Open Book and Board of Review as recommended by the Village Assessor, Action Appraisers, on May 29, 2025 and June 9, 2025.

Background: Open Book is an annual opportunity for property owners to meet with the assessor and discuss the current valuation of their property. This meeting does not require participation by the Trustees, and it is left to the assessor to conduct this session with the taxpayers and schedule any individual follow-up as necessary. The assessor has requested that the 2025 Open Book Session be held on Thursday, May 29, 2025 from 9:00 AM to 11:00 AM by phone only. Phone consultation with the assessor is acceptable per state statutes.

The members of the Village Board of Trustees, along with the municipal assessor and attorney, comprise the Board of Review. The Board of Review is a mandatory, minimum 2-hour session to meet with anyone who files an objection to their property assessment. This meeting takes places a minimum of 7 days after the assessment roll is available for examination, and the Village Assessor has suggested Monday, June 9, 2025 from 6:00 PM to 8:00 PM as the meeting date. This meeting will take place at the Sister Bay Village Hall as the fire station is unavailable that evening. Additional meeting dates may be scheduled if necessary.

REMINDER: Wis. Stats 70.46(4) requires that at least one voting member of the Board of Review must be trained *each* year, prior to the first meeting of the Board of Review. While only one member is required to take training, it is recommended that any new trustees participate in training prior to the Board of Review. Staff will forward BOR training dates to the trustees as they are made available.

Anyone interested in reviewing the materials available from the Wisconsin Department of Revenue on the Board of Review process will find them by clicking on the following:

https://www.revenue.wi.gov/DOR%20Publications/pb056.pdf

Respectfully Submitted,
Heidi Teich
Village Clerk

AGENDA ITEM 7e

Committee Appointments; Plan Commission

COMMITTEE APPOINTMENTS

Date: March 25, 2025

Board/Committee: Village Board

Re: Plan Commission Appointment

Author: Julie A. Schmelzer, Village Administrator

On July 25, 2024, Marge Gruztzmacher retired from the Plan Commission. Her term ends May 2026. The President would like to appoint Skip Heidler to fulfill Marge's term.

AGENDA ITEM 7f

Monthly Financial Report & Appropriations

Village of Sister Bay
Board Report

Meeting Date: March 25, 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		$ 130,589.31	
Bank fees & bills paid electronically		889.62	
Village Total			*$ 131,478.93*
Special Revenue Funds bills		$ 1,245.44	
Special Revenue Sales Tax		22.43	
Bank fees & bills paid electronically		-	
Minor Funds Total			*$ 1,267.87*
Debt Service	Village	$ -	
	Special Revenue	-	
	Marina	-	
	Utilities	-	
Debt Service Total			*$ -*
CIP/TIF bills prepaid		$ 20,333.25	
CIP/TIF Bank fees paid electronically		-	
CIP/TIF total			*$ 20,333.25*
Water fund bills prepaid		$ 12,780.62	
Wastewater fund bills prepaid		29,294.20	
Collection fund bills prepaid		3,190.38	
Bank fees & bills paid electronically		-	
Utility total			*$ 45,265.20*
Marina bills prepaid		$ 18,483.30	
Marina sales tax		13,426.93	
Marina credit card fees & bills paid by EFT		4,794.61	
Marina Total			*$ 36,704.84*
Net payroll:	2/21, 03/07 & 03/21	$ 90,850.65	
State taxes paid online in March		5,429.19	
Retirement paid online in March		11,633.37	
Payroll/taxes total			*$ 107,913.21*
TOTAL ALL BILLS			**$ 342,963.30**

Respectfully submitted,

Volodymyr Gannik

Volodymyr Gannik
Finance Director/Village Treasurer

Report Criteria:
Detail report type printed
Invoice Detail.Input Date = 02/15/2025-03/21/2025

Vendor No	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
001								
100781	ONE TIME VENDO	8040.02 OVERPAY	REFUND OVERPAYMENT 8040.02	02/27/2025	42.97	42.97	51690	03/06/2025
		Overpayment 4098.	OVERPAYMENT 4098.01	03/03/2025	1,907.05	1,907.05	51691	03/06/2025
Total 001:					1,950.02	1,950.02		
100								
20512	EFTPS - ONLINE 9	PR0215250	PRINT PAPER CHECK TO UPDATE GL	02/19/2025	2,807.48	2,807.48	2212021	02/19/2025
		PR0215250	PRINT PAPER CHECK TO UPDATE GL	02/19/2025	2,807.48	2,807.48	2212021	02/19/2025
		PR0215250	PRINT PAPER CHECK TO UPDATE GL	02/19/2025	656.60	656.60	2212021	02/19/2025
		PR0215250	PRINT PAPER CHECK TO UPDATE GL	02/19/2025	656.60	656.60	2212021	02/19/2025
		PR0301250	PRINT PAPER CHECK TO UPDATE GL	03/05/2025	2,669.92	2,669.92	3072021	03/06/2025
		PR0301250	PRINT PAPER CHECK TO UPDATE GL	03/05/2025	2,669.92	2,669.92	3072021	03/06/2025
		PR0301250	PRINT PAPER CHECK TO UPDATE GL	03/05/2025	624.40	624.40	3072021	03/06/2025
		PR0301250	PRINT PAPER CHECK TO UPDATE GL	03/05/2025	624.40	624.40	3072021	03/06/2025
		PR0315250	PRINT PAPER CHECK TO UPDATE GL	03/19/2025	2,540.57	2,540.57	3212022	03/19/2025
		PR0315250	PRINT PAPER CHECK TO UPDATE GL	03/19/2025	2,540.57	2,540.57	3212022	03/19/2025
		PR0315250	PRINT PAPER CHECK TO UPDATE GL	03/19/2025	594.17	594.17	3212022	03/19/2025
		PR0315250	PRINT PAPER CHECK TO UPDATE GL	03/19/2025	594.17	594.17	3212022	03/19/2025
		PR0215250	PRINT PAPER CHECK TO UPDATE GL	02/19/2025	4,338.46	4,338.46	2212021	02/19/2025
		PR0301250	PRINT PAPER CHECK TO UPDATE GL	03/05/2025	4,015.09	4,015.09	3072021	03/06/2025
		PR0315250	PRINT PAPER CHECK TO UPDATE GL	03/19/2025	3,859.12	3,859.12	3212022	03/19/2025
30751	GREAT-WEST TRU	PR0215250	Great West Deferred Comp. DEFERRE	02/19/2025	185.00	185.00	2212022	02/19/2025
		PR0215250	Great West Deferred Comp. DEFERRE	02/19/2025	100.00	100.00	2212022	02/19/2025
		PR0301250	Great West Deferred Comp. DEFERRE	03/05/2025	185.00	185.00	3072022	03/06/2025
		PR0301250	Great West Deferred Comp. DEFERRE	03/05/2025	100.00	100.00	3072022	03/06/2025
		PR0315250	Great West Deferred Comp. DEFERRE	03/19/2025	185.00	185.00	3212023	03/19/2025
		PR0315250	Great West Deferred Comp. DEFERRE	03/19/2025	100.00	100.00	3212023	03/19/2025
20438	DEPT OF EMPLOY	1253000202504	HEALTH INS. - EMPLOYEE AMT	03/03/2025	3,214.51	3,214.51	256	03/06/2025
		1253000202504	HEALTH INS. - EMPLOYER AMT	03/03/2025	18,215.53	18,215.53	256	03/06/2025
20007	DELTA DENTAL OF	2304465	DENTAL INSURANCE - MARCH	02/18/2025	447.20	447.20	51637	02/20/2025
		2304604	DENTAL PLAN - PREVENTATIVE	02/18/2025	90.28	90.28	51637	02/20/2025
20438	DEPT OF EMPLOY	1253000202504	DENTAL INS. - EMPLOYER AMT	03/03/2025	695.30	695.30	256	03/06/2025
		1253000202504	DENTAL INS. - EMPLOYEE AMT	03/03/2025	122.70	122.70	256	03/06/2025
20007	DELTA DENTAL OF	2321414	DENTAL INSURANCE - APRIL	03/20/2025	595.04	595.04	51732	03/20/2025
		2321553	DENTAL PLAN - PREVENTATIVE	03/20/2025	90.28	90.28	51732	03/20/2025
71891	SECURIAN FINANC	April 2025	LIFE INSURANCE PREMIUMS - APRIL	03/07/2025	452.06	452.06	51720	03/13/2025
1001304	FIRST UNUM LIFE I	March 2025	LTD INSURANCE	02/11/2025	341.63	341.63	51639	02/20/2025
31809	HSABANK	2024-TR	EMPLOYEE CONTRIBUTION - 2024	02/17/2025	1,200.00	1,200.00	51643	02/20/2025
		March 2025	EMPLOYEE CONTRIBUTION - MARCH	03/15/2025	435.00	435.00	51713	03/13/2025
10110	AFLAC	378300	EMPLOYEE-FUNDED PREMIUM	03/01/2025	136.26	136.26	51704	03/13/2025
20007	DELTA DENTAL OF	2307592	VISION INSURANCE - JANUARY	02/18/2025	125.52	125.52	51637	02/20/2025
		2324498	VISION INSURANCE - APRIL	03/20/2025	175.28	175.28	51732	03/20/2025
1001288	WI SCTF	C.S. 02.21.2025	CHILD SUPPORT - 02/21/25 PAYROLL	02/20/2025	262.61	262.61	51659	02/20/2025
1001344	DOOR COUNTY CL	23FA62 - 2/21/2025	02/21/25 PAYROLL WITHHOLDING	02/20/2025	25.00	25.00	51638	02/20/2025
1001288	WI SCTF	CS 03.07.25	CHILD SUPPORT - 03/07/25 PAYROLL	03/05/2025	262.61	262.61	51702	03/06/2025
1001344	DOOR COUNTY CL	23FA62-03.07.2025	3/7/25 PAYROLL WITHHOLDING	03/05/2025	25.00	25.00	51679	03/06/2025
1001288	WI SCTF	C.S. 032125	CHILD SUPPORT - 03/21/25 PAYROLL	03/19/2025	262.61	262.61	51744	03/20/2025
1001344	DOOR COUNTY CL	23FA62-032125	3/21/25 PAYROLL WITHHOLDING	03/19/2025	25.00	25.00	51733	03/20/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	BOARD RECOGNITION	02/20/2025	129.77	129.77	51683	03/06/2025
100841	US POSTAL SERVI	Box 769 Renewal	BOX 769 - 2025 RENT	03/03/2025	188.00	188.00	51699	03/06/2025
61614	PENINSULA PULS	35058	FLOOD PLAIN PH NOTICE	03/01/2025	195.68	195.68	51719	03/13/2025
41322	MC CLONE	13362	WORK COMP INS - BOARD	03/03/2025	16.75	16.75	51715	03/13/2025

Vendor No	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
1001236	CONWAY OLEJNIC	51952	ROBERTS ZONING APPEAL	02/28/2025	2,227.50	2,227.50	51710	03/13/2025
		51952	PERSONNEL CMTE REQUEST	02/28/2025	1,904.50	1,904.50	51710	03/13/2025
20514	ERC INC	ERC-0325-1278	EAP BENEFITS - ADMIN	03/01/2025	22.97	22.97	51684	03/06/2025
1001349	TIMECLOCK PLUS	INV00402513	TIMEKEEPING SOFTWARE - ADMIN	02/19/2025	122.39	122.39	51656	02/20/2025
12242	GA COMPUTER SE	INV-6616	SUPPANZ VPN	03/05/2025	120.00	120.00	51686	03/06/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	MONTHLY IT SUBSCRIPTIONS	02/20/2025	58.46	58.46	51683	03/06/2025
12242	GA COMPUTER SE	INV-6577	SERVER BACKUP MONTHLY	02/13/2025	82.63	82.63	51640	02/20/2025
		INV-6577	COMPUTER MONITORING/SERVICE	02/13/2025	360.00	360.00	51640	02/20/2025
		INV-6631	SERVER BACKUP MONTHLY	03/13/2025	82.63	82.63	51711	03/13/2025
		INV-6631	COMPUTER MONITORING/SERVICE	03/13/2025	360.00	360.00	51711	03/13/2025
61539	OFFICE DEPOT BU	413175022001	ADMIN OFFICE SUPPLIES	02/27/2025	10.58	10.58	51741	03/20/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	POSTAGE	02/20/2025	1.34	1.34	51683	03/06/2025
61637	PITNEY BOWES IN	3320433029	GENERAL FUND METER RENTAL	02/27/2025	33.47	33.47	51693	03/06/2025
		3320433029	STR METER RENTAL	02/27/2025	5.19	5.19	51693	03/06/2025
41316	MARCO INC	38597782	GENERAL COPIES	02/18/2025	125.89	125.89	51646	02/20/2025
		38597782	ZONING COPIES	02/18/2025	177.30	177.30	51646	02/20/2025
		38597782	STR COPIES	02/18/2025	20.61	20.61	51646	02/20/2025
61539	OFFICE DEPOT BU	411167073001	COPY PAPER	02/12/2025	93.39	93.39	51649	02/20/2025
		411167073001	TONER - SUPPANZ	02/12/2025	110.24	110.24	51649	02/20/2025
41322	MC CLONE	13362	WORK COMP INS - ADMIN	03/03/2025	67.79	67.79	51715	03/13/2025
72010	HEIDI TEICH	February 2025	ROD DOCS	02/20/2025	10.00	10.00	51642	02/20/2025
20514	ERC INC	ERC-0325-1278	EAP BENEFITS - CLERK	03/01/2025	11.48	11.48	51684	03/06/2025
72010	HEIDI TEICH	February 2025	CLERK MILEAGE - ROD	02/20/2025	12.60	12.60	51642	02/20/2025
41322	MC CLONE	13362	WORK COMP INS - CLERK	03/03/2025	23.03	23.03	51715	03/13/2025
72010	HEIDI TEICH	February 2025	ELECTIONS MILEAGE	02/20/2025	25.20	25.20	51642	02/20/2025
61637	PITNEY BOWES IN	3320433029	ELECTIONS METER RENTAL	02/27/2025	6.86	6.86	51693	03/06/2025
1001351	WI ELECTIONS CO	WEC Conference 2	WEC CONF - TEICH	02/13/2025	95.00	95.00	51657	02/20/2025
72010	HEIDI TEICH	February 2025	ELECTIONS FOOD	02/20/2025	108.52	108.52	51642	02/20/2025
61630	PIGGLY WIGGLY	4090 - January 202	ELECTIONS FOOD	02/20/2025	24.98	24.98	51670	02/27/2025
20514	ERC INC	ERC-0325-1278	EAP BENEFITS - FINANCE	03/01/2025	11.48	11.48	51684	03/06/2025
1001335	HUMAN RESOURC	16928	BENEFITS CONSULTING	02/17/2025	637.50	637.50	51644	02/20/2025
		16989	BENEFITS CONSULTING	03/03/2025	225.00	225.00	51688	03/06/2025
		17043	BENEFITS CONSULTING	03/18/2025	225.00	225.00	51738	03/20/2025
61637	PITNEY BOWES IN	3320433029	TAXES METER RENTAL	02/27/2025	74.43	74.43	51693	03/06/2025
61502	CHRIS OAKDALE	February 2025	GENERAL SUPPLIES	02/24/2025	42.00	42.00	51661	02/27/2025
41322	MC CLONE	13362	WORK COMP INS - FINANCE	03/03/2025	25.13	25.13	51715	03/13/2025
10007	ACTION APPRAISE	3593	2025 MAINTENANCE WORK - MARCH	03/01/2025	2,375.00	2,375.00	51676	03/06/2025
71907	CLIFTONLARSONA	L251125969	AUDIT BILLING - GENERAL	03/11/2025	10,140.61	10,140.61	51709	03/13/2025
82350	WI PUBLIC SERVIC	5388334040	FUTURE FACILITIES SITE	03/04/2025	15.97	15.97	51700	03/06/2025
		5388334040	MAINTENANCE BLDG	03/04/2025	252.76	252.76	51700	03/06/2025
100411	FERRELLGAS	1129605108	PROPANE MAINTENANCE BLDG	02/07/2025	874.98	874.98	51736	03/20/2025
		1129734303	VILLAGE HALL PROPANE	02/18/2025	1,050.44	1,050.44	51736	03/20/2025
		1129784204	PROPANE MAINTENANCE BLDG	02/21/2025	874.82	874.82	51736	03/20/2025
1001233	NEXTIVA INC	40004371733	PHONE - VH	02/28/2025	63.24	63.24	257	03/06/2025
73003	VERIZON BUSINES	66145219	VILLAGE PHONE - LONG DISTANCE	03/10/2025	.29	.29	259	03/12/2025
12242	GA COMPUTER SE	INV-6577	PARKS BLDG INTERNET	02/13/2025	20.45	20.45	51640	02/20/2025
1001199	SPECTRUM ENTE	171222601022125	PARKS BLDG INTERNET	02/21/2025	149.99	149.99	51698	03/06/2025
12242	GA COMPUTER SE	INV-6631	PARKS BLDG INTERNET	03/13/2025	20.45	20.45	51711	03/13/2025
61539	OFFICE DEPOT BU	413174783002	CUSTODIAL SUPPLIES	03/04/2025	32.98	32.98	51741	03/20/2025
82350	WI PUBLIC SERVIC	5388334040	VILLAGE HALL	03/04/2025	202.61	202.61	51700	03/06/2025
1001199	SPECTRUM ENTE	171227201022125	VILLAGE HALL PHONE	02/21/2025	39.99	39.99	51698	03/06/2025
12242	GA COMPUTER SE	INV-6577	VH INTERNET WI/FI	02/13/2025	13.64	13.64	51640	02/20/2025
1001199	SPECTRUM ENTE	171227201022125	VILLAGE HALL INTERNET	02/21/2025	139.99	139.99	51698	03/06/2025
12242	GA COMPUTER SE	INV-6631	VH INTERNET WI/FI	03/13/2025	13.64	13.64	51711	03/13/2025
61630	PIGGLY WIGGLY	4090 - January 202	DPW SUPPLIES	02/20/2025	13.22	13.22	51670	02/27/2025
1001279	DOOR GUARD SE	1637C	FS ALARM SYSTEM	03/01/2025	540.00	540.00	51682	03/06/2025
100411	FERRELLGAS	1129487944	PROPANE FIRE STATION	01/29/2025	2,547.98	2,547.98	51736	03/20/2025

Vendor No	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		1129751534	PROPANE FIRE STATION	02/19/2025	2,385.48	2,385.48	51736	03/20/2025
30750	GOING CO INC	268891	RECYCLING - FIRE STATION	03/01/2025	56.27	56.27	51737	03/20/2025
17525	CULLIGAN OF STU	D-90941	WATER SOFTENER SALT - FS	02/28/2025	44.60	44.60	51731	03/20/2025
1001209	AMAZON CAPITAL	1CG1-TXMJ-LNCL	FLAGPOLE HARDWARE	02/08/2025	135.94	135.94	51660	02/27/2025
		1XHY-3DKK-694R	BATHROOM PARTITION	03/17/2025	62.95	62.95	51726	03/20/2025
82350	WI PUBLIC SERVIC	5388334040	ADMIN BLDG	03/04/2025	742.98	742.98	51700	03/06/2025
30701	FRONTIER	090205-5-March 20	ROLL-OVER LINE	02/25/2025	7.00	7.00	51685	03/06/2025
1001233	NEXTIVA INC	40004371733	PHONE - ADMIN	02/28/2025	162.63	162.63	257	03/06/2025
1001199	SPECTRUM ENTE	104064501030125	ADMIN INTERNET	03/01/2025	160.00	160.00	51721	03/13/2025
41322	MC CLONE	13362	GEN LIAB - CRIME	03/03/2025	54.10	54.10	51715	03/13/2025
		13362	GEN LIAB - GENERAL	03/03/2025	1,857.20	1,857.20	51715	03/13/2025
20514	ERC INC	ERC-0325-1278	EAP BENEFITS - PARKS & STREETS	03/01/2025	57.42	57.42	51684	03/06/2025
1001209	AMAZON CAPITAL	1P36-XF6N-4HP4	JACKET - LINCZMAIER	03/17/2025	95.99	95.99	51726	03/20/2025
17506	CELLCOM	464780	CELLPHONES- PARKS	03/05/2025	280.78	280.78	51708	03/13/2025
1001341	DOOR COUNTY ST	March 2025	TEMPORARY STORAGE	03/01/2025	2,000.00	2,000.00	51734	03/20/2025
1001349	TIMECLOCK PLUS	INV00402513	TIMEKEEPING SOFTWARE - DPW	02/19/2025	171.35	171.35	51656	02/20/2025
61539	OFFICE DEPOT BU	413174783001	PW OFFICE SUPPLIES	02/27/2025	21.05	21.05	51741	03/20/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	PW CONF - LINZ/RAMSAY	02/20/2025	1,007.98	1,007.98	51683	03/06/2025
1001209	AMAZON CAPITAL	17QP-GCHK-49Y3	TOOLS AND EQUIP	02/03/2025	310.13	310.13	51660	02/27/2025
		1NLM-16HN-GRHR	SNOW PLOW COATING	02/21/2025	190.07	190.07	51660	02/27/2025
101207	DOOR COUNTY HA	101760-Feb 2025	GENERAL SUPPLIES	02/28/2025	53.97	53.97	51680	03/06/2025
41322	MC CLONE	13362	WORK COMP INS - DPW	03/03/2025	2,399.33	2,399.33	51715	03/13/2025
13260	BHIRDO'S BY THE	19760/19726	VILLAGE GAS	02/28/2025	988.90	988.90	51678	03/06/2025
71931	SISTER BAY PETR	February 2025	VILLAGE GAS	02/28/2025	295.09	295.09	51697	03/06/2025
1001346	SISTER BAY BP	February 2025	VILLAGE GAS	02/28/2025	94.35	94.35	51696	03/06/2025
1001209	AMAZON CAPITAL	1CG1-TXMJ-LNCL	TAILGATE CABLE	02/08/2025	13.41	13.41	51660	02/27/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	JOHN DEERE PARTS	02/20/2025	674.12	674.12	51683	03/06/2025
31815	HERLACHE SMALL	170069	POLE SAW REPAIR	02/03/2025	179.39	179.39	51687	03/06/2025
101207	DOOR COUNTY HA	101760-Feb 2025	FASTENERS	02/28/2025	5.62	5.62	51680	03/06/2025
1001270	SCHARTNER IMPL	1274	DRIVE CHAIN	02/25/2025	37.85	37.85	51695	03/06/2025
1001272	J.B. TRUCK SERVI	6966	BOSS PARTS	02/25/2025	191.51	191.51	51689	03/06/2025
1001209	AMAZON CAPITAL	1NYR-FNTX-61C4	SNOW PLOW MOTOR SHAFT	02/24/2025	91.26	91.26	51705	03/13/2025
		14R1-G9JW-V44P	CODE READER	02/15/2025	79.99	79.99	51660	02/27/2025
		17QP-GCHK-49Y3	STRUTS/SHOCKS	02/03/2025	19.98	19.98	51660	02/27/2025
41322	MC CLONE	13362	AUTO - PUBLIC WORKS	03/03/2025	643.00	643.00	51715	03/13/2025
20451	DOOR COUNTY HI	2025-33000030	SNOW REMOVAL	02/26/2025	2,663.52	2,663.52	51681	03/06/2025
1001209	AMAZON CAPITAL	1CG1-TXMJ-LNCL	OUTDOOR SPOTLIGHTS	02/08/2025	24.59	24.59	51660	02/27/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	HOLIDAY LIGHTS/CABLE TIES	02/20/2025	3,522.73	3,522.73	51683	03/06/2025
		FEBRUARY 2025	CREDIT FOR RETURN	02/20/2025	493.58-	493.58-	51683	03/06/2025
82350	WI PUBLIC SERVIC	5380107558	STREET LIGHTS	02/25/2025	1,543.09	1,543.09	51700	03/06/2025
		5388334040	STREET LIGHTS	03/04/2025	279.34	279.34	51700	03/06/2025
41322	MC CLONE	13362	AUTO - TRANSPORTATION	03/03/2025	363.00	363.00	51715	03/13/2025
		13362	WORK COMP INS - TRANSPORTATION	03/03/2025	92.12	92.12	51715	03/13/2025
30750	GOING CO INC	268590	VILLAGE GARBAGE	03/07/2025	11,757.95	11,757.95	51737	03/20/2025
		268791	POST OFFICE TRASH	03/01/2025	64.14	64.14	51737	03/20/2025
		268590	VILLAGE RECYCLING	03/07/2025	2,108.53	2,108.53	51737	03/20/2025
41322	MC CLONE	13362	WORK COMP INS - ANIMAL CONTROL	03/03/2025	10.07	10.07	51715	03/13/2025
100411	FERRELLGAS	1129644282	LIBRARY PROPANE	03/11/2025	970.31	970.31	51736	03/20/2025
82350	WI PUBLIC SERVIC	5388334040	PARKS	03/04/2025	74.39	74.39	51700	03/06/2025
101207	DOOR COUNTY HA	101760-Feb 2025	PAINT AND BRUSHES	02/28/2025	89.47	89.47	51680	03/06/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	SWING & CHAINS	02/20/2025	302.19	302.19	51683	03/06/2025
14310	CAPTAIN COMMO	65377	COMMODE RENTAL - DOG PARK	02/28/2025	110.00	110.00	51636	02/20/2025
		65668	COMMODE RENTAL - DOG PARK	03/28/2025	110.00	110.00	51727	03/20/2025
82350	WI PUBLIC SERVIC	5388334040	SPORTS COMPLEX	03/04/2025	1,163.06	1,163.06	51700	03/06/2025
1001233	NEXTIVA INC	40004371733	PHONE - SPORTS COMPLEX	02/28/2025	31.62	31.62	257	03/06/2025
61614	PENINSULA PULS	35058	SC SANITARY SEWER BID NOTICE	03/01/2025	198.60	198.60	51719	03/13/2025
82350	WI PUBLIC SERVIC	5388334040	BIKE TRAIL LIGHTS	03/04/2025	87.23	87.23	51700	03/06/2025

Vendor No	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		5388334040	SWALE PUMP	03/04/2025	45.50	45.50	51700	03/06/2025
1001312	STANTEC CONSUL	2361260	PROFESSIONAL SERVICES	02/27/2025	2,144.00	2,144.00	51722	03/13/2025
31780	CARLA HECK	Mileage 032125	ZONING MILEAGE REIMBURSEMENT	03/19/2025	14.70	14.70	51728	03/20/2025
61637	PITNEY BOWES IN	3320433029	ZONING METER RENTAL	02/27/2025	53.45	53.45	51693	03/06/2025
61539	OFFICE DEPOT BU	411167073001	ZONING MAILING SUPPLIES	02/12/2025	81.80	81.80	51649	02/20/2025
41322	MC CLONE	13362	WORK COMP INS - ZONING	03/03/2025	5.85	5.85	51715	03/13/2025
82350	WI PUBLIC SERVIC	0402302054Feb25	ELECTRICITY - INFO BOOTH	02/27/2025	88.24	88.24	51700	03/06/2025
Total 100:					130,589.31	130,589.31		
205								
13260	BHIRDO'S BY THE	19760/19726	ICE RINK LP	02/28/2025	79.43	79.43	51678	03/06/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	ICE RINK LP GAS	02/20/2025	94.50	94.50	51683	03/06/2025
61637	PITNEY BOWES IN	3320433029	TKH METER RENTAL	02/27/2025	.73	.73	51693	03/06/2025
14304	CASE COMMUNIC	25020127	ICE RINK ADVERTISING	02/28/2025	826.00	826.00	51729	03/20/2025
41322	MC CLONE	13362	GEN LIAB - TKH	03/03/2025	105.20	105.20	51715	03/13/2025
		13362	WORK COMP INS - TKH	03/03/2025	139.58	139.58	51715	03/13/2025
Total 205:					1,245.44	1,245.44		
400								
1001320	MCMAHON ASSOC	603604	VILLAGE HALL SCHEMATIC PLANNIN	02/12/2025	404.00	404.00	51647	02/20/2025
		603605	PW BLDG	02/12/2025	8,499.38	8,499.38	51647	02/20/2025
12221	BAY-LAKE REGION	7423	CDBG APPLICATION	03/01/2025	1,017.91	1,017.91	51706	03/13/2025
1001320	MCMAHON ASSOC	603639	PW BLDG	03/11/2025	6,376.06	6,376.06	51740	03/20/2025
1001312	STANTEC CONSUL	2361258	HWY 42 TRAIL	02/28/2025	1,571.50	1,571.50	51722	03/13/2025
Total 400:					17,868.85	17,868.85		
410								
1001320	MCMAHON ASSOC	603638	SPORTS COMPLEX CONCESSION BL	03/11/2025	1,282.50	1,282.50	51740	03/20/2025
41212	ROBERT E LEE & A	88070	BLUFFSIDE/MAPLE/PARKVIEW	02/18/2025	552.00	552.00	51654	02/20/2025
		88115	BLUFFSIDE/MAPLE/PARKVIEW	02/27/2025	189.00	189.00	51694	03/06/2025
Total 410:					2,023.50	2,023.50		
510								
71907	CLIFTONLARSONA	L251125969	AUDIT BILLING - TID #2	03/11/2025	440.90	440.90	51709	03/13/2025
Total 510:					440.90	440.90		
610								
20514	ERC INC	ERC-0325-1278	EAP BENEFITS - WATER	03/01/2025	20.68	20.68	51684	03/06/2025
101216	HYDROCORP	CI-05155	COMMERCIAL CROSS CONNECTION I	02/28/2025	444.79	444.79	51739	03/20/2025
82350	WI PUBLIC SERVIC	Feb250407165881	WELL #3 - SISTER BAY	02/13/2025	426.74	426.74	51658	02/20/2025
		0402302054Feb25	ELECTRICITY - WATER	02/27/2025	1,992.78	1,992.78	51700	03/06/2025
30701	FRONTIER	March25920159001	PHONES-W	02/25/2025	114.20	114.20	51685	03/06/2025
17506	CELLCOM	464770	CELLPHONES- W	03/05/2025	132.00	132.00	51730	03/20/2025
71907	CLIFTONLARSONA	L251125969	AUDIT BILLING - WATER	03/11/2025	2,204.48	2,204.48	51709	03/13/2025
100541	ITU ABSORB TECH	8496877	RAGS- W	03/04/2025	6.85	6.85	51714	03/13/2025
13260	BHIRDO'S BY THE	19732	EQUIP FUEL ALLOC-W	02/28/2025	32.87	32.87	51678	03/06/2025
		19732	EQUIP FUEL ALLOC-W	02/28/2025	2.69	2.69	51678	03/06/2025
		19732	VEHICLE FUEL ALLOCATION-W	02/28/2025	127.71	127.71	51678	03/06/2025
71931	SISTER BAY PETR	February 2025	UTILITY GAS - W	02/28/2025	68.19	68.19	51697	03/06/2025
1001349	TIMECLOCK PLUS	INV00402513	TIMEKEEPING SOFTWARE - UTIL WAT	02/19/2025	39.16	39.16	51656	02/20/2025
12242	GA COMPUTER SE	INV-6593	INTERNET SEC - W	02/23/2025	19.18	19.18	51662	02/27/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	UTIL ADOBE READER	02/20/2025	80.98	80.98	51683	03/06/2025

Vendor No	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
100091	BADGER METER I	80188719	ORION CELLULAR UNITS-W	02/28/2025	8.93	8.93	51677	03/06/2025
100841	US POSTAL SERVI	P O Box 91	RENEWAL P O BOX 91- W	03/03/2025	26.88	26.88	51699	03/06/2025
		2025 1st Qtr Utility	UTILITY BILL MAILING- W	03/20/2025	148.81	148.81	51743	03/20/2025
41316	MARCO INC	38597782	UTILITIES COPIES - W	02/18/2025	22.67	22.67	51646	02/20/2025
		548699503	UTILITIES COPIES - W	02/01/2025	70.77	70.77	51645	02/20/2025
61637	PITNEY BOWES IN	3320433029	UTIL METER RENTAL - W	02/27/2025	5.94	5.94	51693	03/06/2025
100051	AMERICAN WATER	SO214795	AWWA MEMBERSHIP DUES	01/23/2025	450.00	450.00	51635	02/20/2025
80018	WI Municipal Clerks	2025 WMCA Cert A	CLERK CERTIFICATION APPLICATION-	02/25/2025	32.00	32.00	51675	02/27/2025
101121	WI RURAL WATER	S6986	SYSTEM MEMBERSHIP RENEWAL	03/01/2025	340.00	340.00	51701	03/06/2025
		S6986	WRWA LOANER EQUIPMENT FUND	03/01/2025	100.00	100.00	51701	03/06/2025
100746	NORTH WOODS S	409808	NITRILE GLOVES-W	02/12/2025	62.51	62.51	51648	02/20/2025
101061	USSI HOLDINGS IN	0078180-IN	2018 CHEVY INVERTER REPAIR & TE	02/19/2025	265.26	265.26	51673	02/27/2025
1001314	PATRIOT ENTERP	19009	2020 CHEVY BATTERY REPLACEMEN	02/24/2025	170.35	170.35	51692	03/06/2025
1001162	TOTAL ENERGY S	INV135326	WELL 1 GENERATOR BLOCK HEATER	02/19/2025	183.56	183.56	51672	02/27/2025
		INV135326	WELL 2 GENERATOR BLOCK HEATER	02/19/2025	183.56	183.56	51672	02/27/2025
101056	USA BLUEBOOK	INV00639134	CHLORINE SYSTEM PVC TEES	03/03/2025	72.05	72.05	51723	03/13/2025
100491	HAWKINS INC	6985608	CHLORINE CYLINDER RENTAL	02/15/2025	10.00	10.00	51641	02/20/2025
		6988777	CHLORINE	02/18/2025	275.21	275.21	51641	02/20/2025
1001271	IDEXX DISTRIBUTI	3169514677	COLILERT - WATER TESTING	02/14/2025	1,058.65	1,058.65	51663	02/27/2025
		3169514677	COLI P/A COMPARATOR-WATER TEST	02/14/2025	37.66	37.66	51663	02/27/2025
		3169667229	IDEXX-QC_COLIFORM AND E. COLI-W	02/17/2025	336.94	336.94	51663	02/27/2025
41322	MC CLONE	13362	GEN LIAB - WATER	03/03/2025	394.20	394.20	51715	03/13/2025
		13362	AUTO - WATER	03/03/2025	166.00	166.00	51715	03/13/2025
		13362	WORK COMP INS - WATER	03/03/2025	523.16	523.16	51715	03/13/2025
100091	BADGER METER I	80188719	ORION CELLULAR UNITS-LGUD	02/28/2025	16.20	16.20	51677	03/06/2025
101216	HYDROCORP	CI-05155	COMMERCIAL CROSS CONNECTION I	02/28/2025	11.21	11.21	51739	03/20/2025
82350	WI PUBLIC SERVIC	Feb250407165881	WELL #3 - LGUD	02/13/2025	142.25	142.25	51658	02/20/2025
41316	MARCO INC	38597782	LGUD #1 COPIES	02/18/2025	2.53	2.53	51646	02/20/2025
Total 610:					10,830.60	10,830.60		
620								
20514	ERC INC	ERC-0325-1278	EAP BENEFITS - WASTEWATER	03/01/2025	41.35	41.35	51684	03/06/2025
61630	PIGGLY WIGGLY	4090 - January 202	WWTP OPERATORS MEETING	02/20/2025	111.60	111.60	51670	02/27/2025
82350	WI PUBLIC SERVIC	0402302054Feb25	ELECTRICITY - WASTEWATER	02/27/2025	5,885.94	5,885.94	51700	03/06/2025
100411	FERRELLGAS	1129590771	WWTP PROPANE	02/06/2025	1,932.74	1,932.74	51736	03/20/2025
30701	FRONTIER	March25920159001	PHONES-WW	02/25/2025	114.19	114.19	51685	03/06/2025
1001233	NEXTIVA INC	40004371733	PHONE - WW PLANT	02/28/2025	130.99	130.99	257	03/06/2025
17506	CELLCOM	464770	CELLPHONES- WW	03/05/2025	243.38	243.38	51730	03/20/2025
71907	CLIFTONLARSONA	L251125969	AUDIT BILLING - WASTEWATER	03/11/2025	4,408.96	4,408.96	51709	03/13/2025
41212	ROBERT E LEE & A	88069	SEWER RATE INCREASE	02/18/2025	1,072.80	1,072.80	51671	02/27/2025
100541	ITU ABSORB TECH	8496877	WWTP LAUNDRY SERVICE	03/04/2025	80.97	80.97	51714	03/13/2025
		8496877	RAGS- WW	03/04/2025	12.63	12.63	51714	03/13/2025
14310	CAPTAIN COMMO	64968	SLUDGE HAULING	01/16/2025	1,749.73	1,749.73	51636	02/20/2025
		65225	SLUDGE HAULING	02/01/2025	3,259.13	3,259.13	51727	03/20/2025
101006	STURGEON BAY U	15125	SLUDGE PROCESSING	03/11/2025	2,340.00	2,340.00	51742	03/20/2025
13260	BHIRDO'S BY THE	19732	VEHICLE FUEL ALLOCATION-WW	02/28/2025	235.45	235.45	51678	03/06/2025
		19732	EQUIP FUEL ALLOC-WW	02/28/2025	17.63	17.63	51678	03/06/2025
71931	SISTER BAY PETR	February 2025	UTILITY GAS - WW	02/28/2025	125.73	125.73	51697	03/06/2025
1001349	TIMECLOCK PLUS	INV00402513	TIMEKEEPING SOFTWARE - UTIL WAS	02/19/2025	73.46	73.46	51656	02/20/2025
12242	GA COMPUTER SE	INV-6593	INTERNET SEC - WW	02/23/2025	35.37	35.37	51662	02/27/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	UTIL ADOBE READER	02/20/2025	149.31	149.31	51683	03/06/2025
100091	BADGER METER I	80188719	ORION CELLULAR UNITS-WW	02/28/2025	16.46	16.46	51677	03/06/2025
101207	DOOR COUNTY HA	10875	PAPER TOWEL HOLDER- WW	02/18/2025	15.99	15.99	51680	03/06/2025
100841	US POSTAL SERVI	P O Box 91	RENEWAL P O BOX 91- WW	03/03/2025	49.56	49.56	51699	03/06/2025
		2025 1st Qtr Utility	UTILITY BILL MAILING- WW	03/20/2025	274.36	274.36	51743	03/20/2025
41316	MARCO INC	38597782	UTILITIES COPIES - WW	02/18/2025	41.80	41.80	51646	02/20/2025

Vendor No	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		548699503	UTILITIES COPIES - WW	02/01/2025	130.49	130.49	51645	02/20/2025
61637	PITNEY BOWES IN	3320433029	UTIL METER RENTAL - WW	02/27/2025	9.82	9.82	51693	03/06/2025
80018	WI Municipal Clerks	2025 WMCA Cert A	CLERK CERTIFICATION APPLICATION-	02/25/2025	59.00	59.00	51675	02/27/2025
100746	NORTH WOODS S	409808	NITRILE GLOVES-WW	02/12/2025	115.24	115.24	51648	02/20/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	WWTP TOOLS	02/20/2025	27.99	27.99	51683	03/06/2025
41205	WISCONSIN BUILD	14936805	CLOSET RAIL- HAULERS HOOK FOR	02/12/2025	36.56	36.56	51703	03/06/2025
41218	AIRGAS	5514497703	RENTAL FOR ARGON, ACETYLENE AN	02/28/2025	57.48	57.48	51725	03/20/2025
101061	USSI HOLDINGS IN	0078180-IN	2018 CHEVY INVERTER REPAIR & TE	02/19/2025	489.07	489.07	51673	02/27/2025
1001314	PATRIOT ENTERP	19009	2020 CHEVY BATTERY REPLACEMEN	02/24/2025	314.08	314.08	51692	03/06/2025
100351	E & B SCALE SERV	8027	SCALE RECALIBRATION	03/10/2025	150.00	150.00	51735	03/20/2025
10005	ACTION ELECTRIC	1687	WWTP CAMERA ELECTRICAL OUTLET	02/01/2025	632.63	632.63	51634	02/20/2025
41205	WISCONSIN BUILD	2985764	WATER SOFTNER SALT	02/06/2025	37.50	37.50	51703	03/06/2025
101166	WULF BROTHERS	25-26 WWTP HVAC	WWTP HVAC MAINTENANCE	03/10/2025	1,365.00	1,365.00	51724	03/13/2025
81988	WARNER-WEXEL L	244838	LAB SUPPLIES	02/20/2025	116.95	116.95	51674	02/27/2025
100731	NCL OF WISCONSI	515852	LAB SUPPLIES	02/14/2025	166.43	166.43	51664	02/27/2025
1001271	IDEXX DISTRIBUTI	3169514677	QT 2000 COMPARATOR-WW TESTING	02/14/2025	56.66	56.66	51663	02/27/2025
		3169514677	COLILERT/QTRAY2K COMBO 20PK-W	02/14/2025	322.65	322.65	51663	02/27/2025
41322	MC CLONE	13362	GEN LIAB - WASTEWATER	03/03/2025	902.75	902.75	51715	03/13/2025
		13362	AUTO - WASTEWATER	03/03/2025	685.00	685.00	51715	03/13/2025
		13362	WORK COMP INS - WASTEWATER	03/03/2025	1,196.84	1,196.84	51715	03/13/2025
41316	MARCO INC	38597782	LGUD #1 COPIES	02/18/2025	2.53	2.53	51646	02/20/2025
Total 620:					29,294.20	29,294.20		
630								
20514	ERC INC	ERC-0325-1278	EAP BENEFITS - COLLECTION	03/01/2025	6.89	6.89	51684	03/06/2025
82350	WI PUBLIC SERVIC	0402302054Feb25	ELECTRICITY - COLLECTION	02/27/2025	810.10	810.10	51700	03/06/2025
17506	CELLCOM	464770	CELLPHONES- C	03/05/2025	37.13	37.13	51730	03/20/2025
71907	CLIFTONLARSONA	L251125969	AUDIT BILLING - COLLECTION	03/11/2025	1,322.69	1,322.69	51709	03/13/2025
41212	ROBERT E LEE & A	88069	SEWER RATE INCREASE	02/18/2025	268.20	268.20	51671	02/27/2025
100541	ITU ABSORB TECH	8496877	RAGS- C	03/04/2025	1.93	1.93	51714	03/13/2025
13260	BHIRDO'S BY THE	19732	VEHICLE FUEL ALLOCATION-C	02/28/2025	35.92	35.92	51678	03/06/2025
71931	SISTER BAY PETR	February 2025	UTILITY GAS - C	02/28/2025	19.18	19.18	51697	03/06/2025
1001349	TIMECLOCK PLUS	INV00402513	TIMEKEEPING SOFTWARE - COLLECT	02/19/2025	9.79	9.79	51656	02/20/2025
12242	GA COMPUTER SE	INV-6593	INTERNET SEC - C	02/23/2025	5.40	5.40	51662	02/27/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	UTIL ADOBE READER	02/20/2025	22.78	22.78	51683	03/06/2025
100091	BADGER METER I	80188719	ORION CELLULAR UNITS-C	02/28/2025	2.51	2.51	51677	03/06/2025
100841	US POSTAL SERVI	P O Box 91	RENEWAL P O BOX 91- C	03/03/2025	7.56	7.56	51699	03/06/2025
		2025 1st Qtr Utility	UTILITY BILL MAILING- C	03/20/2025	41.85	41.85	51743	03/20/2025
41316	MARCO INC	38597782	UTILITIES COPIES - C	02/18/2025	6.38	6.38	51646	02/20/2025
		548699503	UTILITIES COPIES - C	02/01/2025	19.90	19.90	51645	02/20/2025
61637	PITNEY BOWES IN	3320433029	UTIL METER RENTAL - C	02/27/2025	1.29	1.29	51693	03/06/2025
80018	WI Municipal Clerks	2025 WMCA Cert A	CLERK CERTIFICATION APPLICATION-	02/25/2025	9.00	9.00	51675	02/27/2025
100746	NORTH WOODS S	409808	NITRILE GLOVES-C	02/12/2025	17.58	17.58	51648	02/20/2025
101061	USSI HOLDINGS IN	0078180-IN	2018 CHEVY INVERTER REPAIR & TE	02/19/2025	74.60	74.60	51673	02/27/2025
1001314	PATRIOT ENTERP	19009	2020 CHEVY BATTERY REPLACEMEN	02/24/2025	47.91	47.91	51692	03/06/2025
41322	MC CLONE	13362	GEN LIAB - COLLECTION	03/03/2025	135.30	135.30	51715	03/13/2025
		13362	AUTO - COLLECTION	03/03/2025	107.00	107.00	51715	03/13/2025
		13362	WORK COMP INS - COLLECTION	03/03/2025	179.49	179.49	51715	03/13/2025
Total 630:					3,190.38	3,190.38		
690								
99999	ONE TIME VENDO	Goldhammer Refun	REFUND MARINA WL DEPOSIT	02/13/2025	200.00	200.00	51652	02/20/2025
		Hallet Refund - Mari	REFUND MARINA WL DEPOSIT	02/13/2025	200.00	200.00	51650	02/20/2025
		Spitzer Refund - Ma	REFUND MARINA WL DEPOSIT	02/13/2025	200.00	200.00	51651	02/20/2025
		Bergstrom Refund -	REFUND MARINA WL DEPOSIT	02/26/2025	200.00	200.00	51666	02/27/2025

Vendor No	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		Holz Refund - Marin	REFUND MARINA WL DEPOSIT	02/20/2025	200.00	200.00	51669	02/27/2025
		Landwehr Refund -	REFUND MARINA WL DEPOSIT	02/20/2025	200.00	200.00	51667	02/27/2025
		Little Refund - MARI	REFUND MARINA WL DEPOSIT	02/26/2025	200.00	200.00	51668	02/27/2025
		McNeil Refund - Ma	REFUND MARINA WL DEPOSIT	02/20/2025	200.00	200.00	51665	02/27/2025
		Luber Refund - Mari	REFUND MARINA WL DEPOSIT	03/11/2025	200.00	200.00	51718	03/13/2025
		Patrickus Refund -	REFUND MARINA WL DEPOSIT	03/07/2025	200.00	200.00	51717	03/13/2025
		White Refund - Mari	REFUND MARINA WL DEPOSIT	03/07/2025	200.00	200.00	51716	03/13/2025
		Slabas Refund - Ma	REFUND - SALES TAX	02/13/2025	42.91	42.91	51653	02/20/2025
		Slabas Refund - Ma	REFUND - SEASONAL SLIP FEES	02/13/2025	715.01	715.01	51653	02/20/2025
20514	ERC INC	ERC-0325-1278	EAP BENEFITS - MARINA	03/01/2025	11.48	11.48	51684	03/06/2025
82350	WI PUBLIC SERVIC	5388334040	DOCKS	03/04/2025	1,939.15	1,939.15	51700	03/06/2025
		5388334040	BOATHOUSE	03/04/2025	19.43	19.43	51700	03/06/2025
1001233	NEXTIVA INC	40004371733	PHONE - MARINA	02/28/2025	63.24	63.24	257	03/06/2025
17506	CELLCOM	464780	CELLPHONE - MARINA	03/05/2025	66.86	66.86	51708	03/13/2025
12242	GA COMPUTER SE	INV-6577	MARINA INTERNET/WIFI	02/13/2025	40.91	40.91	51640	02/20/2025
1001199	SPECTRUM ENTE	171227501022125	INTERNET - MARINA	02/21/2025	319.96	319.96	51698	03/06/2025
12242	GA COMPUTER SE	INV-6631	MARINA INTERNET/WIFI	03/13/2025	40.91	40.91	51711	03/13/2025
1001199	SPECTRUM ENTE	171227501022125	CABLE TV - MARINA	02/21/2025	52.49	52.49	51698	03/06/2025
71907	CLIFTONLARSONA	L251125969	AUDIT BILLING - MARINA	03/11/2025	3,527.17	3,527.17	51709	03/13/2025
61637	PITNEY BOWES IN	3320433029	MARINA METER RENTAL	02/27/2025	2.59	2.59	51693	03/06/2025
1001349	TIMECLOCK PLUS	INV00402513	TIMEKEEPING SOFTWARE - MARINA	02/19/2025	73.43	73.43	51656	02/20/2025
12242	GA COMPUTER SE	INV-6591	MARINA STAFF VPN	02/24/2025	120.00	120.00	51662	02/27/2025
		INV-6597	MARINA MANAGER VPN	02/24/2025	120.00	120.00	51662	02/27/2025
1001242	ZUCCHETTI NORT	30338	LODGICAL SUBSCRIPTION - MARINA	02/01/2025	194.00	194.00	255	02/27/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	MARINA DOMAIN NAME	02/20/2025	22.17	22.17	51683	03/06/2025
1001242	ZUCCHETTI NORT	30974	LODGICAL SUBSCRIPTION - MARINA	03/15/2025	194.00	194.00	258	03/12/2025
41316	MARCO INC	38597782	MARINA COPIES	02/18/2025	6.04	6.04	51646	02/20/2025
14309	ELAN FINANCIAL S	FEBRUARY 2025	MARINA CONF FL	02/20/2025	3,722.95	3,722.95	51683	03/06/2025
71920	SISTER BAY ADVA	2250-Marina Fest	MARINA FEST DONATION	02/20/2025	2,000.00	2,000.00	51655	02/20/2025
51331	GERARD LARRY H	2024-5.a	FIREWORKS - NEW YEAR'S EVE	12/31/2024	200.30	200.30	51712	03/13/2025
14310	CAPTAIN COMMO	64180	2024 COMMODE RENTALS	10/28/2024	293.19	293.19	51707	03/13/2025
41322	MC CLONE	13362	GEN LIAB - MARINA	03/03/2025	1,079.25	1,079.25	51715	03/13/2025
		13362	WORK COMP INS - MARINA	03/03/2025	1,415.86	1,415.86	51715	03/13/2025
Total 690:					18,483.30	18,483.30		
Grand Totals:					215,916.50	215,916.50		

Report Criteria:
Detail report type printed
Invoice Detail.Input Date = 02/15/2025-03/21/2025

Dated: _March 25th, 2025___

Staff: _Finance Director/Treasurer_____

Volodymyr Ganasik

Report Criteria:
Detail report.
Invoice detail records above $0 included.
Only paid invoices included.
Invoice Detail.Input date = 02/15/2025-03/21/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10005									
10005	ACTION ELECTRIC INC	1687	WWTP CAMERA ELECTRICAL O	02/01/2025	632.63	632.63	02/20/2025		620
10007									
10007	ACTION APPRAISERS INC	3593	2025 MAINTENANCE WORK - M	03/01/2025	2,375.00	2,375.00	03/06/2025		100
10110									
10110	AFLAC	378300	EMPLOYEE-FUNDED PREMIUM	03/01/2025	136.26	136.26	03/13/2025		100
12221									
12221	BAY-LAKE REGIONAL PLAN	7423	CDBG APPLICATION	03/01/2025	1,017.91	1,017.91	03/13/2025		400
12242									
12242	GA COMPUTER SERVICES	INV-6577	SERVER BACKUP MONTHLY	02/13/2025	82.63	82.63	02/20/2025		100
12242	GA COMPUTER SERVICES	INV-6577	COMPUTER MONITORING/SER	02/13/2025	360.00	360.00	02/20/2025		100
12242	GA COMPUTER SERVICES	INV-6577	PARKS BLDG INTERNET	02/13/2025	20.45	20.45	02/20/2025		100
12242	GA COMPUTER SERVICES	INV-6577	VH INTERNET WI/FI	02/13/2025	13.64	13.64	02/20/2025		100
12242	GA COMPUTER SERVICES	INV-6577	MARINA INTERNET/WIFI	02/13/2025	40.91	40.91	02/20/2025		690
12242	GA COMPUTER SERVICES	INV-6591	MARINA STAFF VPN	02/24/2025	120.00	120.00	02/27/2025		690
12242	GA COMPUTER SERVICES	INV-6593	INTERNET SEC - W	02/23/2025	19.18	19.18	02/27/2025		610
12242	GA COMPUTER SERVICES	INV-6593	INTERNET SEC - WW	02/23/2025	35.37	35.37	02/27/2025		620
12242	GA COMPUTER SERVICES	INV-6593	INTERNET SEC - C	02/23/2025	5.40	5.40	02/27/2025		630
12242	GA COMPUTER SERVICES	INV-6597	MARINA MANAGER VPN	02/24/2025	120.00	120.00	02/27/2025		690
12242	GA COMPUTER SERVICES	INV-6616	SUPPANZ VPN	03/05/2025	120.00	120.00	03/06/2025		100
12242	GA COMPUTER SERVICES	INV-6631	SERVER BACKUP MONTHLY	03/13/2025	82.63	82.63	03/13/2025		100
12242	GA COMPUTER SERVICES	INV-6631	COMPUTER MONITORING/SER	03/13/2025	360.00	360.00	03/13/2025		100
12242	GA COMPUTER SERVICES	INV-6631	PARKS BLDG INTERNET	03/13/2025	20.45	20.45	03/13/2025		100
12242	GA COMPUTER SERVICES	INV-6631	VH INTERNET WI/FI	03/13/2025	13.64	13.64	03/13/2025		100
12242	GA COMPUTER SERVICES	INV-6631	MARINA INTERNET/WIFI	03/13/2025	40.91	40.91	03/13/2025		690
13260									
13260	BHIRDO'S BY THE BAY	19732	EQUIP FUEL ALLOC-W	02/28/2025	32.87	32.87	03/06/2025		610
13260	BHIRDO'S BY THE BAY	19732	EQUIP FUEL ALLOC-W	02/28/2025	2.69	2.69	03/06/2025		610
13260	BHIRDO'S BY THE BAY	19732	VEHICLE FUEL ALLOCATION-W	02/28/2025	127.71	127.71	03/06/2025		610
13260	BHIRDO'S BY THE BAY	19732	VEHICLE FUEL ALLOCATION-W	02/28/2025	235.45	235.45	03/06/2025		620
13260	BHIRDO'S BY THE BAY	19732	EQUIP FUEL ALLOC-WW	02/28/2025	17.63	17.63	03/06/2025		620
13260	BHIRDO'S BY THE BAY	19732	VEHICLE FUEL ALLOCATION-C	02/28/2025	35.92	35.92	03/06/2025		630
13260	BHIRDO'S BY THE BAY	19760/19726	VILLAGE GAS	02/28/2025	988.90	988.90	03/06/2025		100
13260	BHIRDO'S BY THE BAY	19760/19726	ICE RINK LP	02/28/2025	79.43	79.43	03/06/2025		205
14304									
14304	CASE COMMUNICATIONS	25020127	ICE RINK ADVERTISING	02/28/2025	826.00	826.00	03/20/2025		205
14309									
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	BOARD RECOGNITION	02/20/2025	129.77	129.77	03/06/2025		100
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	MONTHLY IT SUBSCRIPTIONS	02/20/2025	58.46	58.46	03/06/2025		100
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	POSTAGE	02/20/2025	1.34	1.34	03/06/2025		100
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	PW CONF - LINZ/RAMSAY	02/20/2025	1,007.98	1,007.98	03/06/2025		100
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	JOHN DEERE PARTS	02/20/2025	674.12	674.12	03/06/2025		100
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	HOLIDAY LIGHTS/CABLE TIES	02/20/2025	3,522.73	3,522.73	03/06/2025		100
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	CREDIT FOR RETURN	02/20/2025	493.58-	493.58-	03/06/2025		100
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	SWING & CHAINS	02/20/2025	302.19	302.19	03/06/2025		100
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	ICE RINK LP GAS	02/20/2025	94.50	94.50	03/06/2025		205
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	UTIL ADOBE READER	02/20/2025	80.98	80.98	03/06/2025		610
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	UTIL ADOBE READER	02/20/2025	149.31	149.31	03/06/2025		620
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	WWTP TOOLS	02/20/2025	27.99	27.99	03/06/2025		620
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	UTIL ADOBE READER	02/20/2025	22.78	22.78	03/06/2025		630
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	MARINA DOMAIN NAME	02/20/2025	22.17	22.17	03/06/2025		690

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
14309	ELAN FINANCIAL SERVICES	FEBRUARY 20	MARINA CONF FL	02/20/2025	3,722.95	3,722.95	03/06/2025		690
14310									
14310	CAPTAIN COMMODES INC	64180	2024 COMMODE RENTALS	10/28/2024	293.19	293.19	03/13/2025		690
14310	CAPTAIN COMMODES INC	64968	SLUDGE HAULING	01/16/2025	1,749.73	1,749.73	02/20/2025		620
14310	CAPTAIN COMMODES INC	65225	SLUDGE HAULING	02/01/2025	3,259.13	3,259.13	03/20/2025		620
14310	CAPTAIN COMMODES INC	65377	COMMODE RENTAL - DOG PAR	02/28/2025	110.00	110.00	02/20/2025		100
14310	CAPTAIN COMMODES INC	65668	COMMODE RENTAL - DOG PAR	03/28/2025	110.00	110.00	03/20/2025		100
17506									
17506	CELLCOM	464770	CELLPHONES- W	03/05/2025	132.00	132.00	03/20/2025		610
17506	CELLCOM	464770	CELLPHONES- WW	03/05/2025	243.38	243.38	03/20/2025		620
17506	CELLCOM	464770	CELLPHONES- C	03/05/2025	37.13	37.13	03/20/2025		630
17506	CELLCOM	464780	CELLPHONES- PARKS	03/05/2025	280.78	280.78	03/13/2025		100
17506	CELLCOM	464780	CELLPHONE - MARINA	03/05/2025	66.86	66.86	03/13/2025		690
17525									
17525	CULLIGAN OF STURGEON	D-90941	WATER SOFTENER SALT - FS	02/28/2025	44.60	44.60	03/20/2025		100
20007									
20007	DELTA DENTAL OF WIS	2304465	DENTAL INSURANCE - MARCH	02/18/2025	447.20	447.20	02/20/2025		100
20007	DELTA DENTAL OF WIS	2304604	DENTAL PLAN - PREVENTATIVE	02/18/2025	90.28	90.28	02/20/2025		100
20007	DELTA DENTAL OF WIS	2307592	VISION INSURANCE - JANUARY	02/18/2025	125.52	125.52	02/20/2025		100
20007	DELTA DENTAL OF WIS	2321414	DENTAL INSURANCE - APRIL	03/20/2025	595.04	595.04	03/20/2025		100
20007	DELTA DENTAL OF WIS	2321553	DENTAL PLAN - PREVENTATIVE	03/20/2025	90.28	90.28	03/20/2025		100
20007	DELTA DENTAL OF WIS	2324498	VISION INSURANCE - APRIL	03/20/2025	175.28	175.28	03/20/2025		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYEE AMT	03/03/2025	3,214.51	3,214.51	03/06/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYER AMT	03/03/2025	18,215.53	18,215.53	03/06/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYER AMT	03/03/2025	695.30	695.30	03/06/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYEE AMT	03/03/2025	122.70	122.70	03/06/2025		100
20451									
20451	DOOR COUNTY HIGHWAY D	2025-3300003	SNOW REMOVAL	02/26/2025	2,663.52	2,663.52	03/06/2025		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0215250	PRINT PAPER CHECK TO UPDA	02/19/2025	2,807.48	2,807.48	02/19/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0215250	PRINT PAPER CHECK TO UPDA	02/19/2025	2,807.48	2,807.48	02/19/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0215250	PRINT PAPER CHECK TO UPDA	02/19/2025	656.60	656.60	02/19/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0215250	PRINT PAPER CHECK TO UPDA	02/19/2025	656.60	656.60	02/19/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0215250	PRINT PAPER CHECK TO UPDA	02/19/2025	4,338.46	4,338.46	02/19/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0301250	PRINT PAPER CHECK TO UPDA	03/05/2025	2,669.92	2,669.92	03/06/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0301250	PRINT PAPER CHECK TO UPDA	03/05/2025	2,669.92	2,669.92	03/06/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0301250	PRINT PAPER CHECK TO UPDA	03/05/2025	624.40	624.40	03/06/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0301250	PRINT PAPER CHECK TO UPDA	03/05/2025	624.40	624.40	03/06/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0301250	PRINT PAPER CHECK TO UPDA	03/05/2025	4,015.09	4,015.09	03/06/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0315250	PRINT PAPER CHECK TO UPDA	03/19/2025	2,540.57	2,540.57	03/19/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0315250	PRINT PAPER CHECK TO UPDA	03/19/2025	2,540.57	2,540.57	03/19/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0315250	PRINT PAPER CHECK TO UPDA	03/19/2025	594.17	594.17	03/19/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0315250	PRINT PAPER CHECK TO UPDA	03/19/2025	594.17	594.17	03/19/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0315250	PRINT PAPER CHECK TO UPDA	03/19/2025	3,859.12	3,859.12	03/19/2025		100
20514									
20514	ERC INC	ERC-0325-127	EAP BENEFITS - ADMIN	03/01/2025	22.97	22.97	03/06/2025		100
20514	ERC INC	ERC-0325-127	EAP BENEFITS - CLERK	03/01/2025	11.48	11.48	03/06/2025		100
20514	ERC INC	ERC-0325-127	EAP BENEFITS - FINANCE	03/01/2025	11.48	11.48	03/06/2025		100
20514	ERC INC	ERC-0325-127	EAP BENEFITS - PARKS & STRE	03/01/2025	57.42	57.42	03/06/2025		100
20514	ERC INC	ERC-0325-127	EAP BENEFITS - WATER	03/01/2025	20.68	20.68	03/06/2025		610
20514	ERC INC	ERC-0325-127	EAP BENEFITS - WASTEWATER	03/01/2025	41.35	41.35	03/06/2025		620
20514	ERC INC	ERC-0325-127	EAP BENEFITS - COLLECTION	03/01/2025	6.89	6.89	03/06/2025		630
20514	ERC INC	ERC-0325-127	EAP BENEFITS - MARINA	03/01/2025	11.48	11.48	03/06/2025		690
30701									
30701	FRONTIER	090205-5-Marc	ROLL-OVER LINE	02/25/2025	7.00	7.00	03/06/2025		100
30701	FRONTIER	March2592015	PHONES-W	02/25/2025	114.20	114.20	03/06/2025		610

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
30701	FRONTIER	March2592015	PHONES-WW	02/25/2025	114.19	114.19	03/06/2025		620
30750									
30750	GOING CO INC	268590	VILLAGE GARBAGE	03/07/2025	11,757.95	11,757.95	03/20/2025		100
30750	GOING CO INC	268590	VILLAGE RECYCLING	03/07/2025	2,108.53	2,108.53	03/20/2025		100
30750	GOING CO INC	268791	POST OFFICE TRASH	03/01/2025	64.14	64.14	03/20/2025		100
30750	GOING CO INC	268891	RECYCLING - FIRE STATION	03/01/2025	56.27	56.27	03/20/2025		100
30751									
30751	GREAT-WEST TRUST COMP	PR0215250	Great West Deferred Comp. DEF	02/19/2025	185.00	185.00	02/19/2025		100
30751	GREAT-WEST TRUST COMP	PR0215250	Great West Deferred Comp. DEF	02/19/2025	100.00	100.00	02/19/2025		100
30751	GREAT-WEST TRUST COMP	PR0301250	Great West Deferred Comp. DEF	03/05/2025	185.00	185.00	03/06/2025		100
30751	GREAT-WEST TRUST COMP	PR0301250	Great West Deferred Comp. DEF	03/05/2025	100.00	100.00	03/06/2025		100
30751	GREAT-WEST TRUST COMP	PR0315250	Great West Deferred Comp. DEF	03/19/2025	185.00	185.00	03/19/2025		100
30751	GREAT-WEST TRUST COMP	PR0315250	Great West Deferred Comp. DEF	03/19/2025	100.00	100.00	03/19/2025		100
31780									
31780	CARLA HECK	Mileage 03212	ZONING MILEAGE REIMBURSE	03/19/2025	14.70	14.70	03/20/2025		100
31809									
31809	HSABANK	2024-TR	EMPLOYEE CONTRIBUTION - 2	02/17/2025	1,200.00	1,200.00	02/20/2025		100
31809	HSABANK	March 2025	EMPLOYEE CONTRIBUTION - M	03/15/2025	435.00	435.00	03/13/2025		100
31815									
31815	HERLACHE SMALL ENGINE	170069	POLE SAW REPAIR	02/03/2025	179.39	179.39	03/06/2025		100
41205									
41205	WISCONSIN BUILDING SUP	14936805	CLOSET RAIL- HAULERS HOOK	02/12/2025	36.56	36.56	03/06/2025		620
41205	WISCONSIN BUILDING SUP	2985764	WATER SOFTNER SALT	02/06/2025	37.50	37.50	03/06/2025		620
41212									
41212	ROBERT E LEE & ASSOC IN	88069	SEWER RATE INCREASE	02/18/2025	1,072.80	1,072.80	02/27/2025		620
41212	ROBERT E LEE & ASSOC IN	88069	SEWER RATE INCREASE	02/18/2025	268.20	268.20	02/27/2025		630
41212	ROBERT E LEE & ASSOC IN	88070	BLUFFSIDE/MAPLE/PARKVIEW	02/18/2025	552.00	552.00	02/20/2025		410
41212	ROBERT E LEE & ASSOC IN	88115	BLUFFSIDE/MAPLE/PARKVIEW	02/27/2025	189.00	189.00	03/06/2025		410
41218									
41218	AIRGAS	5514497703	RENTAL FOR ARGON, ACETYLE	02/28/2025	57.48	57.48	03/20/2025		620
41316									
41316	MARCO INC	38597782	GENERAL COPIES	02/18/2025	125.89	125.89	02/20/2025		100
41316	MARCO INC	38597782	ZONING COPIES	02/18/2025	177.30	177.30	02/20/2025		100
41316	MARCO INC	38597782	STR COPIES	02/18/2025	20.61	20.61	02/20/2025		100
41316	MARCO INC	38597782	UTILITIES COPIES - W	02/18/2025	22.67	22.67	02/20/2025		610
41316	MARCO INC	38597782	LGUD #1 COPIES	02/18/2025	2.53	2.53	02/20/2025		610
41316	MARCO INC	38597782	UTILITIES COPIES - WW	02/18/2025	41.80	41.80	02/20/2025		620
41316	MARCO INC	38597782	LGUD #1 COPIES	02/18/2025	2.53	2.53	02/20/2025		620
41316	MARCO INC	38597782	UTILITIES COPIES - C	02/18/2025	6.38	6.38	02/20/2025		630
41316	MARCO INC	38597782	MARINA COPIES	02/18/2025	6.04	6.04	02/20/2025		690
41316	MARCO INC	548699503	UTILITIES COPIES - W	02/01/2025	70.77	70.77	02/20/2025		610
41316	MARCO INC	548699503	UTILITIES COPIES - WW	02/01/2025	130.49	130.49	02/20/2025		620
41316	MARCO INC	548699503	UTILITIES COPIES - C	02/01/2025	19.90	19.90	02/20/2025		630
41322									
41322	MC CLONE	13362	WORK COMP INS - BOARD	03/03/2025	16.75	16.75	03/13/2025		100
41322	MC CLONE	13362	WORK COMP INS - ADMIN	03/03/2025	67.79	67.79	03/13/2025		100
41322	MC CLONE	13362	WORK COMP INS - CLERK	03/03/2025	23.03	23.03	03/13/2025		100
41322	MC CLONE	13362	WORK COMP INS - FINANCE	03/03/2025	25.13	25.13	03/13/2025		100
41322	MC CLONE	13362	GEN LIAB - CRIME	03/03/2025	54.10	54.10	03/13/2025		100
41322	MC CLONE	13362	GEN LIAB - GENERAL	03/03/2025	1,857.20	1,857.20	03/13/2025		100
41322	MC CLONE	13362	WORK COMP INS - DPW	03/03/2025	2,399.33	2,399.33	03/13/2025		100
41322	MC CLONE	13362	AUTO - PUBLIC WORKS	03/03/2025	643.00	643.00	03/13/2025		100
41322	MC CLONE	13362	AUTO - TRANSPORTATION	03/03/2025	363.00	363.00	03/13/2025		100
41322	MC CLONE	13362	WORK COMP INS - TRANSPOR	03/03/2025	92.12	92.12	03/13/2025		100
41322	MC CLONE	13362	WORK COMP INS - ANIMAL CO	03/03/2025	10.07	10.07	03/13/2025		100
41322	MC CLONE	13362	WORK COMP INS - ZONING	03/03/2025	5.85	5.85	03/13/2025		100
41322	MC CLONE	13362	GEN LIAB - TKH	03/03/2025	105.20	105.20	03/13/2025		205

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
41322	MC CLONE	13362	WORK COMP INS - TKH	03/03/2025	139.58	139.58	03/13/2025		205
41322	MC CLONE	13362	GEN LIAB - WATER	03/03/2025	394.20	394.20	03/13/2025		610
41322	MC CLONE	13362	AUTO - WATER	03/03/2025	166.00	166.00	03/13/2025		610
41322	MC CLONE	13362	WORK COMP INS - WATER	03/03/2025	523.16	523.16	03/13/2025		610
41322	MC CLONE	13362	GEN LIAB - WASTEWATER	03/03/2025	902.75	902.75	03/13/2025		620
41322	MC CLONE	13362	AUTO - WASTEWATER	03/03/2025	685.00	685.00	03/13/2025		620
41322	MC CLONE	13362	WORK COMP INS - WASTEWAT	03/03/2025	1,196.84	1,196.84	03/13/2025		620
41322	MC CLONE	13362	GEN LIAB - COLLECTION	03/03/2025	135.30	135.30	03/13/2025		630
41322	MC CLONE	13362	AUTO - COLLECTION	03/03/2025	107.00	107.00	03/13/2025		630
41322	MC CLONE	13362	WORK COMP INS - COLLECTIO	03/03/2025	179.49	179.49	03/13/2025		630
41322	MC CLONE	13362	GEN LIAB - MARINA	03/03/2025	1,079.25	1,079.25	03/13/2025		690
41322	MC CLONE	13362	WORK COMP INS - MARINA	03/03/2025	1,415.86	1,415.86	03/13/2025		690
51331									
51331	GERARD LARRY HUBER	2024-5.a	FIREWORKS - NEW YEAR'S EV	12/31/2024	200.30	200.30	03/13/2025		690
61502									
61502	CHRIS OAKDALE	February 2025	GENERAL SUPPLIES	02/24/2025	42.00	42.00	02/27/2025		100
61539									
61539	OFFICE DEPOT BUSINESS	411167073001	COPY PAPER	02/12/2025	93.39	93.39	02/20/2025		100
61539	OFFICE DEPOT BUSINESS	411167073001	TONER - SUPPANZ	02/12/2025	110.24	110.24	02/20/2025		100
61539	OFFICE DEPOT BUSINESS	411167073001	ZONING MAILING SUPPLIES	02/12/2025	81.80	81.80	02/20/2025		100
61539	OFFICE DEPOT BUSINESS	413174783001	PW OFFICE SUPPLIES	02/27/2025	21.05	21.05	03/20/2025		100
61539	OFFICE DEPOT BUSINESS	413174783002	CUSTODIAL SUPPLIES	03/04/2025	32.98	32.98	03/20/2025		100
61539	OFFICE DEPOT BUSINESS	413175022001	ADMIN OFFICE SUPPLIES	02/27/2025	10.58	10.58	03/20/2025		100
61614									
61614	PENINSULA PULSE	35058	FLOOD PLAIN PH NOTICE	03/01/2025	195.68	195.68	03/13/2025		100
61614	PENINSULA PULSE	35058	SC SANITARY SEWER BID NOTI	03/01/2025	198.60	198.60	03/13/2025		100
61630									
61630	PIGGLY WIGGLY	4090 - January	ELECTIONS FOOD	02/20/2025	24.98	24.98	02/27/2025		100
61630	PIGGLY WIGGLY	4090 - January	DPW SUPPLIES	02/20/2025	13.22	13.22	02/27/2025		100
61630	PIGGLY WIGGLY	4090 - January	WWTP OPERATORS MEETING	02/20/2025	111.60	111.60	02/27/2025		620
61637									
61637	PITNEY BOWES INC	3320433029	GENERAL FUND METER RENTA	02/27/2025	33.47	33.47	03/06/2025		100
61637	PITNEY BOWES INC	3320433029	STR METER RENTAL	02/27/2025	5.19	5.19	03/06/2025		100
61637	PITNEY BOWES INC	3320433029	ELECTIONS METER RENTAL	02/27/2025	6.86	6.86	03/06/2025		100
61637	PITNEY BOWES INC	3320433029	TAXES METER RENTAL	02/27/2025	74.43	74.43	03/06/2025		100
61637	PITNEY BOWES INC	3320433029	ZONING METER RENTAL	02/27/2025	53.45	53.45	03/06/2025		100
61637	PITNEY BOWES INC	3320433029	TKH METER RENTAL	02/27/2025	.73	.73	03/06/2025		205
61637	PITNEY BOWES INC	3320433029	UTIL METER RENTAL - W	02/27/2025	5.94	5.94	03/06/2025		610
61637	PITNEY BOWES INC	3320433029	UTIL METER RENTAL - WW	02/27/2025	9.82	9.82	03/06/2025		620
61637	PITNEY BOWES INC	3320433029	UTIL METER RENTAL - C	02/27/2025	1.29	1.29	03/06/2025		630
61637	PITNEY BOWES INC	3320433029	MARINA METER RENTAL	02/27/2025	2.59	2.59	03/06/2025		690
71891									
71891	SECURIAN FINANCIAL GRO	April 2025	LIFE INSURANCE PREMIUMS -	03/07/2025	452.06	452.06	03/13/2025		100
71907									
71907	CLIFTONLARSONALLEN LL	L251125969	AUDIT BILLING - GENERAL	03/11/2025	10,140.61	10,140.61	03/13/2025		100
71907	CLIFTONLARSONALLEN LL	L251125969	AUDIT BILLING - TID #2	03/11/2025	440.90	440.90	03/13/2025		510
71907	CLIFTONLARSONALLEN LL	L251125969	AUDIT BILLING - WATER	03/11/2025	2,204.48	2,204.48	03/13/2025		610
71907	CLIFTONLARSONALLEN LL	L251125969	AUDIT BILLING - WASTEWATER	03/11/2025	4,408.96	4,408.96	03/13/2025		620
71907	CLIFTONLARSONALLEN LL	L251125969	AUDIT BILLING - COLLECTION	03/11/2025	1,322.69	1,322.69	03/13/2025		630
71907	CLIFTONLARSONALLEN LL	L251125969	AUDIT BILLING - MARINA	03/11/2025	3,527.17	3,527.17	03/13/2025		690
71920									
71920	SISTER BAY ADVANCEMEN	2250-Marina F	MARINA FEST DONATION	02/20/2025	2,000.00	2,000.00	02/20/2025		690
71931									
71931	SISTER BAY PETRO	February 2025	VILLAGE GAS	02/28/2025	295.09	295.09	03/06/2025		100
71931	SISTER BAY PETRO	February 2025	UTILITY GAS - W	02/28/2025	68.19	68.19	03/06/2025		610
71931	SISTER BAY PETRO	February 2025	UTILITY GAS - WW	02/28/2025	125.73	125.73	03/06/2025		620
71931	SISTER BAY PETRO	February 2025	UTILITY GAS - C	02/28/2025	19.18	19.18	03/06/2025		630

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
72010									
72010	HEIDI TEICH	February 2025	ROD DOCS	02/20/2025	10.00	10.00	02/20/2025		100
72010	HEIDI TEICH	February 2025	CLERK MILEAGE - ROD	02/20/2025	12.60	12.60	02/20/2025		100
72010	HEIDI TEICH	February 2025	ELECTIONS MILEAGE	02/20/2025	25.20	25.20	02/20/2025		100
72010	HEIDI TEICH	February 2025	ELECTIONS FOOD	02/20/2025	108.52	108.52	02/20/2025		100
73003									
73003	VERIZON BUSINESS	66145219	VILLAGE PHONE - LONG DISTA	03/10/2025	.29	.29	03/12/2025		100
80018									
80018	WI Municipal Clerks Associati	2025 WMCA C	CLERK CERTIFICATION APPLIC	02/25/2025	32.00	32.00	02/27/2025		610
80018	WI Municipal Clerks Associati	2025 WMCA C	CLERK CERTIFICATION APPLIC	02/25/2025	59.00	59.00	02/27/2025		620
80018	WI Municipal Clerks Associati	2025 WMCA C	CLERK CERTIFICATION APPLIC	02/25/2025	9.00	9.00	02/27/2025		630
81988									
81988	WARNER-WEXEL LLC	244838	LAB SUPPLIES	02/20/2025	116.95	116.95	02/27/2025		620
82350									
82350	WI PUBLIC SERVICE	0402302054Fe	ELECTRICITY - INFO BOOTH	02/27/2025	88.24	88.24	03/06/2025		100
82350	WI PUBLIC SERVICE	0402302054Fe	ELECTRICITY - WATER	02/27/2025	1,992.78	1,992.78	03/06/2025		610
82350	WI PUBLIC SERVICE	0402302054Fe	ELECTRICITY - WASTEWATER	02/27/2025	5,885.94	5,885.94	03/06/2025		620
82350	WI PUBLIC SERVICE	0402302054Fe	ELECTRICITY - COLLECTION	02/27/2025	810.10	810.10	03/06/2025		630
82350	WI PUBLIC SERVICE	5380107558	STREET LIGHTS	02/25/2025	1,543.09	1,543.09	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	FUTURE FACILITIES SITE	03/04/2025	15.97	15.97	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	MAINTENANCE BLDG	03/04/2025	252.76	252.76	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	VILLAGE HALL	03/04/2025	202.61	202.61	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	ADMIN BLDG	03/04/2025	742.98	742.98	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	STREET LIGHTS	03/04/2025	279.34	279.34	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	PARKS	03/04/2025	74.39	74.39	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	SPORTS COMPLEX	03/04/2025	1,163.06	1,163.06	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	BIKE TRAIL LIGHTS	03/04/2025	87.23	87.23	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	SWALE PUMP	03/04/2025	45.50	45.50	03/06/2025		100
82350	WI PUBLIC SERVICE	5388334040	DOCKS	03/04/2025	1,939.15	1,939.15	03/06/2025		690
82350	WI PUBLIC SERVICE	5388334040	BOATHOUSE	03/04/2025	19.43	19.43	03/06/2025		690
82350	WI PUBLIC SERVICE	Feb250407165	WELL #3 - SISTER BAY	02/13/2025	426.74	426.74	02/20/2025		610
82350	WI PUBLIC SERVICE	Feb250407165	WELL #3 - LGUD	02/13/2025	142.25	142.25	02/20/2025		610
99999									
99999	ONE TIME VENDOR	Bergstrom Refu	REFUND MARINA WL DEPOSIT	02/26/2025	200.00	200.00	02/27/2025		690
99999	ONE TIME VENDOR	Goldhammer R	REFUND MARINA WL DEPOSIT	02/13/2025	200.00	200.00	02/20/2025		690
99999	ONE TIME VENDOR	Hallet Refund -	REFUND MARINA WL DEPOSIT	02/13/2025	200.00	200.00	02/20/2025		690
99999	ONE TIME VENDOR	Holz Refund -	REFUND MARINA WL DEPOSIT	02/20/2025	200.00	200.00	02/27/2025		690
99999	ONE TIME VENDOR	Landwehr Refu	REFUND MARINA WL DEPOSIT	02/20/2025	200.00	200.00	02/27/2025		690
99999	ONE TIME VENDOR	Little Refund -	REFUND MARINA WL DEPOSIT	02/26/2025	200.00	200.00	02/27/2025		690
99999	ONE TIME VENDOR	Luber Refund -	REFUND MARINA WL DEPOSIT	03/11/2025	200.00	200.00	03/13/2025		690
99999	ONE TIME VENDOR	McNeil Refund	REFUND MARINA WL DEPOSIT	02/20/2025	200.00	200.00	02/27/2025		690
99999	ONE TIME VENDOR	Patrickus Refu	REFUND MARINA WL DEPOSIT	03/07/2025	200.00	200.00	03/13/2025		690
99999	ONE TIME VENDOR	Slabas Refund	REFUND - SALES TAX	02/13/2025	42.91	42.91	02/20/2025		690
99999	ONE TIME VENDOR	Slabas Refund	REFUND - SEASONAL SLIP FEE	02/13/2025	715.01	715.01	02/20/2025		690
99999	ONE TIME VENDOR	Spitzer Refund	REFUND MARINA WL DEPOSIT	02/13/2025	200.00	200.00	02/20/2025		690
99999	ONE TIME VENDOR	White Refund -	REFUND MARINA WL DEPOSIT	03/07/2025	200.00	200.00	03/13/2025		690
100051									
10005	AMERICAN WATER WORKS	SO214795	AWWA MEMBERSHIP DUES	01/23/2025	450.00	450.00	02/20/2025		610
100091									
10009	BADGER METER INC	80188719	ORION CELLULAR UNITS-W	02/28/2025	8.93	8.93	03/06/2025		610
10009	BADGER METER INC	80188719	ORION CELLULAR UNITS-LGUD	02/28/2025	16.20	16.20	03/06/2025		610
10009	BADGER METER INC	80188719	ORION CELLULAR UNITS-WW	02/28/2025	16.46	16.46	03/06/2025		620
10009	BADGER METER INC	80188719	ORION CELLULAR UNITS-C	02/28/2025	2.51	2.51	03/06/2025		630
100351									
10035	E & B SCALE SERVICES INC	8027	SCALE RECALIBRATION	03/10/2025	150.00	150.00	03/20/2025		620
100411									
10041	FERRELLGAS	1129487944	PROPANE FIRE STATION	01/29/2025	2,547.98	2,547.98	03/20/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10041	FERRELLGAS	1129590771	WWTP PROPANE	02/06/2025	1,932.74	1,932.74	03/20/2025		620
10041	FERRELLGAS	1129605108	PROPANE MAINTENANCE BLD	02/07/2025	874.98	874.98	03/20/2025		100
10041	FERRELLGAS	1129644282	LIBRARY PROPANE	03/11/2025	970.31	970.31	03/20/2025		100
10041	FERRELLGAS	1129734303	VILLAGE HALL PROPANE	02/18/2025	1,050.44	1,050.44	03/20/2025		100
10041	FERRELLGAS	1129751534	PROPANE FIRE STATION	02/19/2025	2,385.48	2,385.48	03/20/2025		100
10041	FERRELLGAS	1129784204	PROPANE MAINTENANCE BLD	02/21/2025	874.82	874.82	03/20/2025		100
100491									
10049	HAWKINS INC	6985608	CHLORINE CYLINDER RENTAL	02/15/2025	10.00	10.00	02/20/2025		610
10049	HAWKINS INC	6988777	CHLORINE	02/18/2025	275.21	275.21	02/20/2025		610
100541									
10054	ITU ABSORB TECH	8496877	RAGS- W	03/04/2025	6.85	6.85	03/13/2025		610
10054	ITU ABSORB TECH	8496877	WWTP LAUNDRY SERVICE	03/04/2025	80.97	80.97	03/13/2025		620
10054	ITU ABSORB TECH	8496877	RAGS- WW	03/04/2025	12.63	12.63	03/13/2025		620
10054	ITU ABSORB TECH	8496877	RAGS- C	03/04/2025	1.93	1.93	03/13/2025		630
100731									
10073	NCL OF WISCONSIN INC	515852	LAB SUPPLIES	02/14/2025	166.43	166.43	02/27/2025		620
100746									
10074	NORTH WOODS SUPERIOR	409808	NITRILE GLOVES-W	02/12/2025	62.51	62.51	02/20/2025		610
10074	NORTH WOODS SUPERIOR	409808	NITRILE GLOVES-WW	02/12/2025	115.24	115.24	02/20/2025		620
10074	NORTH WOODS SUPERIOR	409808	NITRILE GLOVES-C	02/12/2025	17.58	17.58	02/20/2025		630
100781									
10078	ONE TIME VENDOR	8040.02 OVER	REFUND OVERPAYMENT 8040.	02/27/2025	42.97	42.97	03/06/2025		001
10078	ONE TIME VENDOR	Overpayment 4	OVERPAYMENT 4098.01	03/03/2025	1,907.05	1,907.05	03/06/2025		001
100841									
10084	US POSTAL SERVICE	2025 1st Qtr Uti	UTILITY BILL MAILING- W	03/20/2025	148.81	148.81	03/20/2025		610
10084	US POSTAL SERVICE	2025 1st Qtr Uti	UTILITY BILL MAILING- WW	03/20/2025	274.36	274.36	03/20/2025		620
10084	US POSTAL SERVICE	2025 1st Qtr Uti	UTILITY BILL MAILING- C	03/20/2025	41.85	41.85	03/20/2025		630
10084	US POSTAL SERVICE	Box 769 Rene	BOX 769 - 2025 RENT	03/03/2025	188.00	188.00	03/06/2025		100
10084	US POSTAL SERVICE	P O Box 91	RENEWAL P O BOX 91- W	03/03/2025	26.88	26.88	03/06/2025		610
10084	US POSTAL SERVICE	P O Box 91	RENEWAL P O BOX 91- WW	03/03/2025	49.56	49.56	03/06/2025		620
10084	US POSTAL SERVICE	P O Box 91	RENEWAL P O BOX 91- C	03/03/2025	7.56	7.56	03/06/2025		630
101006									
10100	STURGEON BAY UTILITIES	15125	SLUDGE PROCESSING	03/11/2025	2,340.00	2,340.00	03/20/2025		620
101056									
10105	USA BLUEBOOK	INV00639134	CHLORINE SYSTEM PVC TEES	03/03/2025	72.05	72.05	03/13/2025		610
101061									
10106	USSI HOLDINGS INC	0078180-IN	2018 CHEVY INVERTER REPAIR	02/19/2025	265.26	265.26	02/27/2025		610
10106	USSI HOLDINGS INC	0078180-IN	2018 CHEVY INVERTER REPAIR	02/19/2025	489.07	489.07	02/27/2025		620
10106	USSI HOLDINGS INC	0078180-IN	2018 CHEVY INVERTER REPAIR	02/19/2025	74.60	74.60	02/27/2025		630
101121									
10112	WI RURAL WATER ASSOC	S6986	SYSTEM MEMBERSHIP RENEW	03/01/2025	340.00	340.00	03/06/2025		610
10112	WI RURAL WATER ASSOC	S6986	WRWA LOANER EQUIPMENT F	03/01/2025	100.00	100.00	03/06/2025		610
101166									
10116	WULF BROTHERS INC	25-26 WWTP H	WWTP HVAC MAINTENANCE	03/10/2025	1,365.00	1,365.00	03/13/2025		620
101207									
10120	DOOR COUNTY HARDWAR	101760-Feb 20	GENERAL SUPPLIES	02/28/2025	53.97	53.97	03/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Feb 20	FASTENERS	02/28/2025	5.62	5.62	03/06/2025		100
10120	DOOR COUNTY HARDWAR	101760-Feb 20	PAINT AND BRUSHES	02/28/2025	89.47	89.47	03/06/2025		100
10120	DOOR COUNTY HARDWAR	10875	PAPER TOWEL HOLDER- WW	02/18/2025	15.99	15.99	03/06/2025		620
101216									
10121	HYDROCORP	CI-05155	COMMERCIAL CROSS CONNEC	02/28/2025	444.79	444.79	03/20/2025		610
10121	HYDROCORP	CI-05155	COMMERCIAL CROSS CONNEC	02/28/2025	11.21	11.21	03/20/2025		610
1001162									
10011	TOTAL ENERGY SYSTEMS	INV135326	WELL 1 GENERATOR BLOCK H	02/19/2025	183.56	183.56	02/27/2025		610
10011	TOTAL ENERGY SYSTEMS	INV135326	WELL 2 GENERATOR BLOCK H	02/19/2025	183.56	183.56	02/27/2025		610
1001199									
10011	SPECTRUM ENTERPRISE	104064501030	ADMIN INTERNET	03/01/2025	160.00	160.00	03/13/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10011	SPECTRUM ENTERPRISE	171222601022	PARKS BLDG INTERNET	02/21/2025	149.99	149.99	03/06/2025		100
10011	SPECTRUM ENTERPRISE	171227201022	VILLAGE HALL PHONE	02/21/2025	39.99	39.99	03/06/2025		100
10011	SPECTRUM ENTERPRISE	171227201022	VILLAGE HALL INTERNET	02/21/2025	139.99	139.99	03/06/2025		100
10011	SPECTRUM ENTERPRISE	171227501022	INTERNET - MARINA	02/21/2025	319.96	319.96	03/06/2025		690
10011	SPECTRUM ENTERPRISE	171227501022	CABLE TV - MARINA	02/21/2025	52.49	52.49	03/06/2025		690
1001209									
10012	AMAZON CAPITAL SERVICE	14R1-G9JW-V	CODE READER	02/15/2025	79.99	79.99	02/27/2025		100
10012	AMAZON CAPITAL SERVICE	17QP-GCHK-4	TOOLS AND EQUIP	02/03/2025	310.13	310.13	02/27/2025		100
10012	AMAZON CAPITAL SERVICE	17QP-GCHK-4	STRUTS/SHOCKS	02/03/2025	19.98	19.98	02/27/2025		100
10012	AMAZON CAPITAL SERVICE	1CG1-TXMJ-L	FLAGPOLE HARDWARE	02/08/2025	135.94	135.94	02/27/2025		100
10012	AMAZON CAPITAL SERVICE	1CG1-TXMJ-L	TAILGATE CABLE	02/08/2025	13.41	13.41	02/27/2025		100
10012	AMAZON CAPITAL SERVICE	1CG1-TXMJ-L	OUTDOOR SPOTLIGHTS	02/08/2025	24.59	24.59	02/27/2025		100
10012	AMAZON CAPITAL SERVICE	1NLM-16HN-G	SNOW PLOW COATING	02/21/2025	190.07	190.07	02/27/2025		100
10012	AMAZON CAPITAL SERVICE	1NYR-FNTX-6	SNOW PLOW MOTOR SHAFT	02/24/2025	91.26	91.26	03/13/2025		100
10012	AMAZON CAPITAL SERVICE	1P36-XF6N-4H	JACKET - LINCZMAIER	03/17/2025	95.99	95.99	03/20/2025		100
10012	AMAZON CAPITAL SERVICE	1XHY-3DKK-69	BATHROOM PARTITION	03/17/2025	62.95	62.95	03/20/2025		100
1001233									
10012	NEXTIVA INC	40004371733	PHONE - VH	02/28/2025	63.24	63.24	03/06/2025		100
10012	NEXTIVA INC	40004371733	PHONE - ADMIN	02/28/2025	162.63	162.63	03/06/2025		100
10012	NEXTIVA INC	40004371733	PHONE - SPORTS COMPLEX	02/28/2025	31.62	31.62	03/06/2025		100
10012	NEXTIVA INC	40004371733	PHONE - WW PLANT	02/28/2025	130.99	130.99	03/06/2025		620
10012	NEXTIVA INC	40004371733	PHONE - MARINA	02/28/2025	63.24	63.24	03/06/2025		690
1001236									
10012	CONWAY OLEJNICZAK & JE	51952	ROBERTS ZONING APPEAL	02/28/2025	2,227.50	2,227.50	03/13/2025		100
10012	CONWAY OLEJNICZAK & JE	51952	PERSONNEL CMTE REQUEST	02/28/2025	1,904.50	1,904.50	03/13/2025		100
1001242									
10012	ZUCCHETTI NORTH AMERI	30338	LODGICAL SUBSCRIPTION - MA	02/01/2025	194.00	194.00	02/27/2025		690
10012	ZUCCHETTI NORTH AMERI	30974	LODGICAL SUBSCRIPTION - MA	03/15/2025	194.00	194.00	03/12/2025		690
1001270									
10012	SCHARTNER IMPLEMENT	1274	DRIVE CHAIN	02/25/2025	37.85	37.85	03/06/2025		100
1001271									
10012	IDEXX DISTRIBUTION INC	3169514677	COLILERT - WATER TESTING	02/14/2025	1,058.65	1,058.65	02/27/2025		610
10012	IDEXX DISTRIBUTION INC	3169514677	COLI P/A COMPARATOR-WATE	02/14/2025	37.66	37.66	02/27/2025		610
10012	IDEXX DISTRIBUTION INC	3169514677	QT 2000 COMPARATOR-WW TE	02/14/2025	56.66	56.66	02/27/2025		620
10012	IDEXX DISTRIBUTION INC	3169514677	COLILERT/QTRAY2K COMBO 20	02/14/2025	322.65	322.65	02/27/2025		620
10012	IDEXX DISTRIBUTION INC	3169667229	IDEXX-QC_COLIFORM AND E. C	02/17/2025	336.94	336.94	02/27/2025		610
1001272									
10012	J.B. TRUCK SERVICE LLC	6966	BOSS PARTS	02/25/2025	191.51	191.51	03/06/2025		100
1001279									
10012	DOOR GUARD SECURITY	1637C	FS ALARM SYSTEM	03/01/2025	540.00	540.00	03/06/2025		100
1001288									
10012	WI SCTF	C.S. 02.21.202	CHILD SUPPORT - 02/21/25 PAY	02/20/2025	262.61	262.61	02/20/2025		100
10012	WI SCTF	C.S. 032125	CHILD SUPPORT - 03/21/25 PAY	03/19/2025	262.61	262.61	03/20/2025		100
10012	WI SCTF	CS 03.07.25	CHILD SUPPORT - 03/07/25 PAY	03/05/2025	262.61	262.61	03/06/2025		100
1001304									
10013	FIRST UNUM LIFE INSURAN	March 2025	LTD INSURANCE	02/11/2025	341.63	341.63	02/20/2025		100
1001312									
10013	STANTEC CONSULTING SE	2361258	HWY 42 TRAIL	02/28/2025	1,571.50	1,571.50	03/13/2025		400
10013	STANTEC CONSULTING SE	2361260	PROFESSIONAL SERVICES	02/27/2025	2,144.00	2,144.00	03/13/2025		100
1001314									
10013	PATRIOT ENTERPRISE LLC	19009	2020 CHEVY BATTERY REPLAC	02/24/2025	170.35	170.35	03/06/2025		610
10013	PATRIOT ENTERPRISE LLC	19009	2020 CHEVY BATTERY REPLAC	02/24/2025	314.08	314.08	03/06/2025		620
10013	PATRIOT ENTERPRISE LLC	19009	2020 CHEVY BATTERY REPLAC	02/24/2025	47.91	47.91	03/06/2025		630
1001320									
10013	MCMAHON ASSOCIATES IN	603604	VILLAGE HALL SCHEMATIC PLA	02/12/2025	404.00	404.00	02/20/2025		400
10013	MCMAHON ASSOCIATES IN	603605	PW BLDG	02/12/2025	8,499.38	8,499.38	02/20/2025		400
10013	MCMAHON ASSOCIATES IN	603638	SPORTS COMPLEX CONCESSI	03/11/2025	1,282.50	1,282.50	03/20/2025		410

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10013	MCMAHON ASSOCIATES IN	603639	PW BLDG	03/11/2025	6,376.06	6,376.06	03/20/2025		400
1001335									
10013	HUMAN RESOURCES CON	16928	BENEFITS CONSULTING	02/17/2025	637.50	637.50	02/20/2025		100
10013	HUMAN RESOURCES CON	16989	BENEFITS CONSULTING	03/03/2025	225.00	225.00	03/06/2025		100
10013	HUMAN RESOURCES CON	17043	BENEFITS CONSULTING	03/18/2025	225.00	225.00	03/20/2025		100
1001341									
10013	DOOR COUNTY STORAGE	March 2025	TEMPORARY STORAGE	03/01/2025	2,000.00	2,000.00	03/20/2025		100
1001344									
10013	DOOR COUNTY CLERK OF	23FA62 - 2/21/	02/21/25 PAYROLL WITHHOLDIN	02/20/2025	25.00	25.00	02/20/2025		100
10013	DOOR COUNTY CLERK OF	23FA62-03.07.	3/7/25 PAYROLL WITHHOLDING	03/05/2025	25.00	25.00	03/06/2025		100
10013	DOOR COUNTY CLERK OF	23FA62-03212	3/21/25 PAYROLL WITHHOLDIN	03/19/2025	25.00	25.00	03/20/2025		100
1001346									
10013	SISTER BAY BP	February 2025	VILLAGE GAS	02/28/2025	94.35	94.35	03/06/2025		100
1001349									
10013	TIMECLOCK PLUS LLC	INV00402513	TIMEKEEPING SOFTWARE - AD	02/19/2025	122.39	122.39	02/20/2025		100
10013	TIMECLOCK PLUS LLC	INV00402513	TIMEKEEPING SOFTWARE - DP	02/19/2025	171.35	171.35	02/20/2025		100
10013	TIMECLOCK PLUS LLC	INV00402513	TIMEKEEPING SOFTWARE - UTI	02/19/2025	39.16	39.16	02/20/2025		610
10013	TIMECLOCK PLUS LLC	INV00402513	TIMEKEEPING SOFTWARE - UTI	02/19/2025	73.46	73.46	02/20/2025		620
10013	TIMECLOCK PLUS LLC	INV00402513	TIMEKEEPING SOFTWARE - CO	02/19/2025	9.79	9.79	02/20/2025		630
10013	TIMECLOCK PLUS LLC	INV00402513	TIMEKEEPING SOFTWARE - MA	02/19/2025	73.43	73.43	02/20/2025		690
1001351									
10013	WI ELECTIONS COMMISSIO	WEC Conferen	WEC CONF - TEICH	02/13/2025	95.00	95.00	02/20/2025		100
Grand Totals:					215,916.50	215,916.50			

Dated: _March 25th, 2025___

Staff: _Finance Director/Treasurer_____

Volodymyr Ganasik

Report Criteria:
Detail report.
Invoice detail records above $0 included.
Only paid invoices included.
Invoice Detail.Input date = 02/15/2025-03/21/2025

AGENDA ITEM 8

Committee Reports

Click on the link below to access the various committee reports for this meeting:
https://storage.googleapis.com/juniper-media-library/57/2025/03/March%20Committee%20Reports-1.pdf

AGENDA ITEM 9

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

AGENDA ITEM 10 – Executive Session

a) Motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel who either orally or in writing will advise the Village Board on strategy to be adopted with respect to current or likely litigation: Pending litigation to be filed by the Village Administrator.

b) Motion to Reconvene into Open Session.

c) Motion for Action, if Appropriate.

AGENDA ITEM 11

Adjourn