

AGENDA ITEM 1

Call to Order and Declaration of Quorum

AGENDA ITEM 2

Welcome and Oath of Office: Newly
Elected Village Trustees

AGENDA ITEM 3

Honoring Outgoing Trustees

AGENDA ITEM 4

Approve Agenda



VILLAGE BOARD MEETING

TUESDAY, APRIL 15, 2025 – 6:00 PM

Sister Bay Liberty Grove Fire Station – 2258 Mill Road

To access the meeting electronically:

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

Meeting ID: 443 990 1723//Passcode: 304078//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 & Declaration of Quorum (Zoom Participants Mute Devices)
2. Welcome & Oath of Office: Newly Elected Village Trustees
3. Honoring Outgoing Village Trustees
4. Approve Agenda
5. Approve Meeting Minutes: March 25, 2025 Regular Meeting and April 3, 2025 Special Meeting
6. Comments, Correspondence and Concerns from the Public (Limited to 3 non-transferable minutes per person)
7. Ordinances & Resolutions
 - a) Res. 2025 - 009; Adopting a Public Participation Plan (for CDBG Grant Application)
 - b) Res. 2025 – 010; Authorizing Resolution to Commit Match Funds (for CDBG Application)
 - c) Res. 2025 – 011; Resolution to Submit CDBG Application
 - d) Res. 2025 - 012; Creating a CDBG Citizen Participation Committee
8. Discussion/Action Items
 - a) Set Board of Review Training Date
 - b) Liquor License Request; Alpaca to Apparel LLC; 2340 Mill Rd; Benjamin Kornowski - Agent
 - c) Liquor License Request; Savor BBQ Co., Inc; 10635 N Bay Shore Dr Un F; Corey Brydon - Agent
 - d) Monthly Financial Report and Appropriations
9. Staff Reports
10. Committee Reports (see below)
11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
12. 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: Broadband Contract
 - b) Motion to Reconvene into Open Session
 - c) Motion for Action, if Appropriate
13. 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. Ad Hoc Admin Bldg Review Task Force pgs. 1-5	6. Parks, Property & Streets Committee pgs. 13-20
2. Door County Coastal Byways pgs. 6-7	7. Personnel Committee pgs. 21-25
3. Historical Society pgs. 8-9	8. Plan Commission pgs. 26-32
4. Library Commission	9. SBAA
5. Marina Committee pgs. 10-12	10. Tourism Zone Commission

AGENDA ITEM 5

Approve Minutes: March 25, 2025 and April 3, 2025

VILLAGE BOARD OF TRUSTEES MEETING MINUTES

Tuesday, March 25, 2025

(Approval Pending)

Agenda Item No. 1. The March 25, 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, and Patrice Champeau. Lilly Orozco arrived at 6:02 PM. Alison Werner was excused.

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, John Lijewski, Yvonne Wiltse, Ken Church, Nancy Akerly, Nick Deviley, Jim Roeser, Karen Berndt, Ellie Soderberg-Guger, Sally Pfeifer, Skip Heidler, Jill Wiebe, "iphone", "rwuel", Richard Burress, and Terry Wolf

Agenda Item No. 3. Approval of the Agenda

A motion was made by Bell, seconded by Howson that the Agenda for the March 25, 2025 meeting of the Village Board of Trustees be approved as amended to remove the Executive Session item. Motion failed 2 -3, with Bhirdo, Harff and Champeau opposed. Orozco was not present for the vote.

A motion was made by Bhirdo, seconded by Champeau that the Agenda for the March 25, 2025 meeting of the Village Board of Trustees be approved as presented. Motion carried, 3 - 2 with Howson and Bell opposed.

Agenda Item No. 4. Approval of Minutes

A motion was made by Howson, seconded by Champeau that the minutes of the February 18, 2025 meeting of the Village Board of Trustees be approved as amended to correct a reference to Federal Reserve rate cuts. Motion carried – All ayes.

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

Correspondence received for this meeting, included:

- A letter from legal counsel for Barbara Hull regarding future use of property she owns within the village limits
- A notice from UW-Oshkosh related to a private well monitoring program

President Bell asked if anyone wished to offer any additional comments, and the following individuals were recognized:

Nick Deviley, 10438 Orchard Dr, shared comments on the number of meetings that have had Closed Session as part of the agenda, leaving the public unaware of what is happening, particularly concerning the village administrator. He asked if the public was going to learn what was happening, and if the board members other than those who serve on the Personal Committee were aware. Deviley recounted his history as a developer in the village who has worked with two prior administrators, and then with

consultants when the village went for an extended period with an administrator, all over a short period of years. He commented on Schmelzer's professionalism, stating she has been easy to work with, and questioned the board on when the turnover in administrators will stop.

Nancy Akerly, 10810 N Spring Rd, thanked the board for considering the creation of an historical overlay district which will help to maintain what local "color" they have left here in the village.

John Lijewski introduced himself as the President of the Sister Bay Historical Society and spoke in support of the proposed historic overlay district as it aligns directly with the Historical Society's mission of preserving historic buildings in the area.

Yvonne Wiltse, 10535 Koessl Ln, voiced her agreement with the previous comments regarding an historical overlay district as it will preserve the remaining character of the village as "a village" and not a city with multiple-storied buildings which only serve to seek tourist dollars.

Jim Roeser introduced himself and commented on his family's history as a "founding family" of the village. He stated that the Roesers have been in Sister Bay since 1877, and he would like to see the original Roeser house (2397 Maple Dr) designated as a historical site. He also commented on the sadness he feels to see so much of Sister Bay's green space having gone away.

Trustee Bhirdo inquired if any of those seeking election to the village board – Mr. Kelly, Ms. White, Mr. Smith, Mr. Kodanko or Mr. Basci were in attendance via Zoom during this meeting tonight, to which Teich responded negatively.

Agenda Item No. 6. Ordinances & Resolutions

a) Ord. 2025-002; Ch. 50; Health & Sanitation; Garbage Service

Schmelzer summarized the discussion held at the prior board meeting in which this ordinance was introduced. The ordinance clarifies rules pertaining to garbage service for short-term rental properties.

A motion was made by Bhirdo, seconded by Orozco to approve Ordinance 2025-002 which amends Chapter 50 of the Village of Sister Bay Municipal Code as presented. Motion carried – all ayes.

b) Ord. 2025-003; Ch. 65; Floodplain Zoning; Recreate Ordinance

Schmelzer shared that the village had previously had a floodplain ordinance on file, but the DNR requested revisions to meet state DNR requirements. Schmelzer also noted that having an ordinance benefits the village so that the DNR cannot step in and dictate the zoning in the floodplain areas, which are very minimal in Sister Bay.

A motion was made by Bell, seconded by Harff to approve Ordinance 2025-003 which recreates Chapter 65 of the Village of Sister Bay Municipal Code, now to be titled "Floodplain Zoning" as presented. Motion carried – all ayes.

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

Schmelzer summarized the work of the Plan Commission over the past year to discuss text amendments to Chapter 66 of the Municipal Code, which saw a moratorium on development in the B-2 and B-3 zoning districts for six months. An historical overlay added to the B-2 district, restricted building height in select areas of the B-3 district, and other miscellaneous amendments which were presented at a public hearing of the Plan Commission who then forwarded the ordinance to the board tonight for adoption.

Trustee Champeau read a prepared statement asserting the importance of voting in favor of this ordinance and protecting what little historical area of the village they have left. Champeau spoke of features of the village that have been lost over the years and displayed a picture of the former lumber yard that had been located along the bay. She described ways in which the district could be developed to draw visitors who desire to learn about the origins of Sister Bay, while protecting the bluff and harbor views.

A motion was made by Bhirdo, seconded by Orozco to approve Ordinance 2025-004 which amends Chapter 66 of the Village of Sister Bay Municipal Code to create a B-2 Historic Overlay District, impose height restrictions in the B-3 Business District, and other amendments as presented. Motion carried – all ayes.

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

A recommendation was made by the Sewer and Water Utility Committee to update its Code, Chapter 62, and a draft ordinance was introduced to the board at its February meeting. No additional changes were suggested or made to the Chapter since the last meeting.

A motion was made by Orozco, seconded by Harff to approve Ordinance 2025-005 which amends Chapter 62 of the Village of Sister Bay Municipal Code as presented. Motion carried – all ayes.

e) Ord. 2025-006; Ch. 65; Amending the Intergovernmental Agreement Establishing the Fire Board & Fire Department

f) Ord. 2025-007; Ch. 23; Fire Department & Fire Board

The Intergovernmental Agreement between the Village of Sister Bay and Town of Liberty Grove concerning the Fire Department and Fire Board was done by ordinance, and any modifications of the agreement must be done by ordinance. This amendment is necessary to authorize a change in membership as requested by the Fire Board.

A motion was made by Orozco, seconded by Champeau to approve Ordinance 2025-006 which amends the Intergovernmental Agreement between the Village of Sister Bay and Town of Liberty Grove which created the joint Fire Board and Fire Department as presented. Motion carried – all ayes.

A motion was made by Orozco, seconded by Harff to approve Ordinance 2025-007 which amends Chapter 23 of the Village of Sister Bay Municipal Code concerning membership of the Fire Board as presented. Motion carried – all ayes.

g) Ord. 2025-008; Adopting the 2025 Comprehensive Plan

The Sister Bay Plan Commission has been working for some time to update its 20-year comprehensive plan. Bay-Lake Regional Planning Commission has assisted in the effort, and a public hearing was held in February to gather resident input. The proposed plan was included in the meeting packet. Schmelzer noted that without adoption, the village would lose out on state funding opportunities. She further noted that the plan can be amended in the future.

During discussion on this item, clarification was made between the current Land Use Map depicted in the plan, and a Zoning Map, as a concern was raised on the loss of green space due to potential future development. The village cannot deny individual property owners the right to develop their land if it is their desire to do so, and development is done per the requirements of the zoning code. Property owners may also request rezoning, within limits.

1 *A motion was made by Bhirdo, seconded by Champeau to approve Ordinance 2025-008 which approves*
 2 *the Village of Sister Bay 2025 Comprehensive Plan as presented. Motion carried – all ayes.*
 3
 4

5 **h) Res. 2025-002; Establishing an Ad Hoc Village Administration Building Review Task Force/**
 6 **Appointments**

7 As discussed at a prior meeting, an ad hoc task force has been formed to review village sites for a new
 8 administration building. President Bell recommended the members of the committee shall include Dick
 9 Burress, Kurt Harff, Ken Church, Chris Hecht, Ron Kane, Brigid White, Jill Wiebe, with a goal for the task
 10 force to report to the village board in June 2025 with their analysis. Trustee Champeau asked to join the
 11 committee as she missed the invitation to volunteer at the prior meeting. The members agreed that the
 12 composition of the task force be changed to reflect that it is an eight person body.
 13

14 *A motion was made by Orozco, seconded by Bhirdo to approve Resolution 2025-002 which creates an Ad*
 15 *Hoc Administration Building Review Task Force to review potential sites for a new administration building*
 16 *and appoint members to the task force as presented and amended to update the number of members to*
 17 *eight, and include Patrice Champeau among its membership. Motion carried – all ayes.*
 18

19 **i) Res. 2025-003; Extending the Term for the Ad Hoc Holiday Lighting & Parking Task Forces**

20 The Ad Hoc Holiday Lighting Task Force and Ad Hoc Parking Task Force were created in 2023, but have
 21 never met. Schmelzer introduced a resolution to extend the terms of those task forces for an additional
 22 twelve months to give them an opportunity to meet.
 23

24 *A motion was made by Bhirdo, seconded by Champeau to approve Resolution 2025-003 which extends the*
 25 *term of the Ad Hoc Holiday Lighting & Parking Task Forces to December 19, 2025 as presented. Motion*
 26 *carried – all ayes*
 27

28 **j) Res. 2025-004; Amending the Board & Committee Bylaws**

29 Several amendments have been proposed to the Village Board and Committee/Commission bylaws, such
 30 as a more detailed description of the Personnel Committee, and the changes to the Fire Board
 31 membership and Ad Hoc Administration Building Review Task Force, as discussed earlier this evening.
 32

33 Bhirdo expressed concern about the Village President's role as ex-officio member, noting that this role
 34 was created in the past to ensure that committees had a quorum. Recently, the president participated in
 35 a Parks, Property & Streets Committee meeting which resulted in an illegal convening of the Village Board
 36 as he made a quorum of the village board, and the meeting was not posted that way. She requested
 37 clarification on what "ex-officio" really means, when should it be used, and what actions the president
 38 can take in that role.
 39

40 Also during the discussion, the members requested that the description of the Personnel Committee in
 41 the bylaws be revised as pertains to Item No. 8 to state *"Responsible for recruitment and interviewing of*
 42 *a village administrator, and make recommendations to the village board."*
 43

44 Schmelzer indicated that she would research the ex-officio role and report back to the board at the net
 45 month's meeting.
 46

A motion was made by Orozco, seconded by Howson to approve Resolution 2025-004 which amends the Village of Sister Bay Board of Trustees Bylaws and Village of Sister Bay Committee/Commission Bylaws and Rules as presented and amended as discussed at this meeting. Motion carried – all ayes

k) Res. 2025-005; Adopting Financial Policies

Finance Director Gannik presented the policies which were reviewed at the Finance Committee meeting earlier this month, and recommended by the members for board approval. No additional comments were shared.

A motion was made by Bhirdo, seconded by Orozco to approve Resolution 2025-005 which approves and adopts various Financial Policies for the Village of Sister Bay as presented. Motion carried – all ayes

l) Res. 2025-006; Policy for Non-Violent Civil Rights Demonstrations

m) Res. 2025-007; Residential Anti-Displacement & Relocation Assistance Plan

n) Res. 2025-008 & Ord 2025-009; Fair and Open Housing

Schmelzer explained that these three resolutions are required of their application for a Community Development Block Grant, with more to be presented at the April board meeting after a public hearing on citizen participation. The deadline for application is May 15, 2025.

A motion was made by Bhirdo, seconded by Orozco to approve the following:

- *Resolution 2025-006 which enacts 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 as presented;*
- *Resolution 2025-007 which enacts a Residential Anti-Displacement and Relocation Assistance Plan (RARAP) as presented; and*
- *Resolution 2025-008 which adopts Wisconsin Statutes §106.50 and Ordinance 2025-009 which creates Chapter 42 of the Village of Sister Bay Municipal Code, titled “Fair and Open Housing” as presented.*

Motion carried – all ayes

Agenda Item No. 7. Discussion/Action Items

a) Accept Bid; Sports Complex Sewer Lateral; Great Lakes Grading & Excavation

A new sewer lateral is planned at the sports complex for the construction of new restrooms at the baseball field. Bids were let, and of those who responded, Great Lakes Grading and Excavating out of Sturgeon Bay proposed the lowest bid at \$218,540.25. This price does not reflect the removal of a failing lift station (\$11,142.50) as they did not anticipate having to remove it when budgeting for Public Works building, which funds are also covering this sewer lateral.

A motion was made by Bhirdo, seconded by Harff to award the bid for installation of a sewer lateral at the Sister Bay Sports Complex, and execute an applicable contract with Great Lakes Grading & Excavation as presented. Motion carried – all ayes.

b) Park Vendor/Concession Contracts; Glide N.E.W. LLC & Peninsula Kayak

A recommendation was forwarded from the Parks, Property & Streets Committee to award a three-year contract to Peninsula Kayak and Glide N.E.W. LLC for kayak rentals at Waterfront Park and Segway Tours from the Sports Complex, respectively. The terms of the contract remain the same as those offered in prior years, with the concessionaire contributing a portion of their season earnings to the village as payment for the space.

A motion was made by Bhirdo, seconded by Orozco to enter into a contract with Peninsula Kayak, Dane Spitzer and Robert Geitner – owners, for concession services at the Waterfront Park Beach during the 2025 season as presented; and enter into a contract with Glide N.E.W. LLC dba Segway the Door Tours, Nick Dokolas - owner, for concession services at the Sister Bay Sports Complex during the 2025 season as presented. Motion carried – all ayes.

c) Terminate Easement; Boathouse Area

The village previously granted an easement to the Johnson family for access to property they formerly owned near the boathouse. The easement was never terminated with the village's acquisition of the Johnson property. To clear up any future confusion, a termination document should be recorded with the Door County Register of Deeds office.

A motion was made by Orozco, seconded by Champeau to execute a Termination of Easement for property owned by the Village of Sister Bay and identified as Parcel No. 181-00-05312841P2, Door County Records, and direct staff to see that the termination is properly recorded in the office of the Door County Register of Deeds in a timely fashion. Motion carried – all ayes.

d) Approve Open Book & Board of Review Dates

Dates for the Village of Sister Bay Open Book and Board of Review have been suggested by Action Appraisers, the village's assessor, for Thursday, May 29, 2025 and Monday, June 9, 2025, respectively. Open Book will be offered by phone only with the assessor, while the Board of Review, which is conducted by the Board of Trustees, will meet in-person at the Village Hall.

A motion was made by Bell, seconded by Howson to approve the dates for the 2025 Open Book and Board of Review sessions on May 29, 2025 and June 9, 2025 as presented. Motion carried – all ayes.

e) Committee Appointments; Plan Commission

A vacancy was created on the Plan Commission with the retirement of Marge Grutzmacher in July 2024. President Bell has recommended Frank "Skip" Heidler be appointed to complete Grutzmacher's term, which expires in May 2026.

A motion was made by Bhirdo, seconded by Howson to approve the appointment of Frank "Skip" Heidler to serve on the Plan Commission for the term ending May 2026 as presented. Motion carried – all ayes.

f) Monthly Financial Report & Appropriations

Finance Director Gannik prepared the monthly statements and included them in the meeting packet for the members to review. Gannik explained that an additional report was added which detailed the issued check number as suggested by the village auditors. No additional questions were asked.

A motion was made by Bell, seconded by Orozco to approve the monthly bills in the amount of \$342,963.30 as presented. Motion carried – all ayes.

Agenda Item No. 8. Committee Reports

Finance Committee: The Finance Committee met on March 10, 2025 and minutes of the meeting were included in the meeting packet. Bhirdo asked that several amendments to the minutes be made, and Teich took note to do so according to Bhirdo's direction.

Fire Board: Harff reported that the Fire Board met on February 27, 2025. He noted that the new fire engine should be ready by May and grant funding is still available to date.

Ad Hoc Green Tier Legacy Community Committee: Minutes of the February 19, 2025 meeting of the Green Tier Legacy Community Committee were included in the meeting packet. Harff reported that there will be a tree giveaway in April. The committee is also working on a reusable bag that will be offered for distribution in the community.

Historical Society: Minutes of the March 6, 2025 meeting were provided. Champeau reported on the independent film being shot at the historical society grounds this week.

Housing Committee: The Housing Committee has not met recently.

Library Commission: Minutes of the February 10, 2025 meeting of the Library Commission were submitted. Harff had no additional comments to share.

Marina Committee: Minutes of the February 19, 2025 meeting of the Marina Committee were included in the meeting packet. A brief discussion took place on the option of utilizing plastic-based decking on the boardwalk which was rejected because it could cause static electricity and unsafe conditions around boat fuel tanks.

Parking Committee: The Parking Committee has not yet met.

Parks, Property & Streets Committee: Minutes of the March 3, 2025 meeting of the Parks, Property & Streets Committee were included in the meeting packet. No additional comments were shared.

Personnel Committee: Minutes of the February 12, 2025, February 19, 2025 and March 3, 2025 meetings of the Personnel Committee were provided in the packet. Bhirdo asked about the possibility of developing employment contracts for staff. Bell noted that he does not have a sample at this time, but the idea is to offer the employee a sense of security with a contract. No formal document has been developed yet.

Plan Commission: Minutes of the February 25, 2025 and March 11, 2025 meetings of the Plan Commission were included in the meeting packet. No additional comments were shared.

SBAA: No minutes were provided. Orozco reported that the shuttle bus route has been approved for the season and a tracking app has been purchased for live tracking.

Tourism Zone Commission: No minutes were provided. Howson noted that the last meeting was an executive session, but a full commission meeting will be held in the near future.

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

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

Also included in the meeting packet were minutes of the February 19, 2025 Zoning Board of Appeals Hearing and February 10, 2025 meeting of the Door County Coastal Byways.

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

Agenda Item No. 9. Matters to be placed on a future agenda or referred to a committee, official or employee

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

- Discussion on additional resolutions related to the Community Development Block Grant application
- Discussion on the definitions of “ex-officio” and conditions under which it should be utilized

The next meeting of the Village Board of Trustees will take place on Tuesday, April 15, 2025 at 6:00 P.M.

Agenda Item No. 10. Executive Session

a) Consider a motion to convene into Closed 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.

At 7:51 P.M., a motion was made by Bhirdo, seconded by Champeau to convene into Closed 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.

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; Bell – aye

Motion carried.

b) Motion to reconvene into Open Session

At 8:18 P.M. a motion was made Orozco, seconded by Bhirdo to reconvene into open session. Again, a roll call vote was taken and the members voted in the following fashion:

Bhirdo – aye; Champeau – aye; Harff – aye; Howson – aye; Orozco – 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. 11 Adjourn

At 8:19 P.M. a motion was made by Bhirdo, seconded by Howson to adjourn the March 25, 2025 meeting of the Village Board of Trustees. Motion carried – all ayes.

Respectfully submitted,

Heidi Teich

Heidi Teich, Village Clerk

VILLAGE BOARD OF TRUSTEES MEETING MINUTES
Thursday, April 3, 2025
(Approval Pending)

Agenda Item No. 1. The April 3, 2025 meeting of the Sister Bay Village Board of Trustees was called to order by President Nate Bell at 2:00 P.M.

Agenda Item No. 2. Roll Call

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

Staff: Village Attorney Randy Nesbitt and Clerk Heidi Teich

Others: Chad Kodanko and Brigid White

Agenda Item No. 3. Approval of the Agenda

A motion was made by Howson seconded by Harff that the Agenda for the April 3, 2025 meeting of the Village Board of Trustees be approved as presented. Motion carried – All ayes.

Agenda Item No. 4. Executive Session

a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the board with respect to litigation in which it is or is likely to become involved; employment matters.

At 2:01 P.M., a motion was made by Bell, seconded by Howson to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(g) for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the board with respect to litigation in which it is or is likely to become involved; employment matters.

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; Bell – aye

Motion carried.

b) Motion to reconvene into Open Session

c) Motion for Action, if Appropriate

Agenda Item No. 5 Adjourn

A motion was made by Orozco, seconded by Champeau to adjourn the April 3, 2025 meeting of the Village Board of Trustees from Executive Session at 3:18 P.M. Motion carried – all ayes.

Respectfully submitted,



Heidi Teich,
Village Clerk

AGENDA ITEM 6

Comments, Correspondence and Concerns
from the Public



Door County Sheriff's Office

Law Incident Address History Report, by Nature

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
25-001016	17:57:38 01/22/25	911 Follow Up	10607 MEADOW LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001124	19:16:56 01/24/25	911 Follow Up	10560 APPLEWOOD RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001137	07:36:32 01/25/25	911 Follow Up	10506 ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001239	09:14:06 01/27/25	911 Follow Up	2603 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001345	14:37:28 01/29/25	911 Follow Up	2345 CANTERBURY LN; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-001540	15:09:56 02/02/25	911 Follow Up	2540 GLEN LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002504	07:10:53 02/24/25	911 Follow Up	10698 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002998	06:26:15 03/05/25	911 Follow Up	10560 APPLEWOOD RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003079	19:20:47 03/06/25	911 Follow Up	10560 APPLEWOOD RD; Sister Bay-V; RMLVSI 540, Sister Bay, WI	LVSI	ACT
25-003518	18:32:04 03/14/25	911 Follow Up	10506 ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003530	22:47:14 03/14/25	911 Follow Up	2398 COUNTRY WALK DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003539	08:38:55 03/15/25	911 Follow Up	2277 VILLA DR; Sister Bay-V; Sister Bay-V- UNIT B, Sister Bay, WI	LVSI	CLO
25-003719	10:14:55 03/18/25	911 Follow Up	10560 APPLEWOOD RD; Sister Bay-V; DINING ROOM, Sister Bay, WI	LVSI	CLO
25-003895	09:35:03 03/21/25	911 Follow Up	10560 APPLEWOOD RD; Sister Bay-V; ROOM 121, Sister Bay, WI	LVSI	CLO
25-000178	11:10:24 01/04/25	Abandoned Vehic	10611 N HIGHLAND RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000287	06:17:32 01/07/25	Alarm	2619 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000311	16:09:34 01/07/25	Alarm	2614 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-000488	16:09:08 01/10/25	Alarm	2614 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-000742	07:55:48 01/16/25	Alarm	2619 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000850	04:55:11 01/18/25	Alarm	2350 MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001021	21:34:15 01/22/25	Alarm	2350 MAPLE DR; Sister Bay-V; SUITE 201, Sister Bay, WI	LVSI	CLO
25-001343	13:34:01 01/29/25	Alarm	10688 COMMODORE CIR; Sister Bay-V, Sister Bay, WI	LVSI	ACT

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
25-002031	18:23:51 02/13/25	Alarm	2350 MAPLE DR; Sister Bay-V; SUITE 201, Sister Bay, WI	LVSI	CLO
25-002511	11:20:18 02/24/25	Alarm	10733 LITTLE SISTER RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002705	03:30:28 02/28/25	Alarm	2350 MAPLE DR; SUITE 102, Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002738	14:31:43 02/28/25	Alarm	2350 MAPLE DR; Sister Bay-V; SUITE 102, Sister Bay, WI	LVSI	ACT
25-003774	05:50:36 03/19/25	Alarm	2477 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-004363	10:10:20 03/29/25	Alarm	2603 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-004403	04:44:43 03/30/25	Alarm	2477 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003245	03:48:10 03/10/25	Animal Noise	10637 N HIGHLAND RD; Sister Bay-V; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001206	12:43:53 01/26/25	Animal Welfare	10698 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003998	22:48:35 03/22/25	Animal Welfare	2482 CHERRYWOOD LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002804	17:45:45 03/01/25	Assault	2629 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CAA
25-003495	08:27:46 03/14/25	Battery	2408 FLINT RIDGE RD; Sister Bay-V; Liberty Grove - Sist, Sister Bay, WI	LVSI	CAA
25-002243	14:07:49 02/18/25	Car In Ditch	N BAY SHORE DR & MILL RD; Sister Bay-V; NB LANE, Sister Bay, WI	LVSI	CLO
25-001234	08:01:30 01/27/25	Citizen Assist	2258 MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001577	10:34:34 02/03/25	Citizen Assist	10635 N HIGHLAND RD; Sister Bay-V; Sister Bay-V UNIT 10, Sister Bay, WI	LVSI	CLO
25-003069	16:20:04 03/06/25	Citizen Assist	10560 APPLEWOOD RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003587	19:28:37 03/15/25	Citizen Assist	10640 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-002707	04:35:08 02/28/25	Convulsions	10712 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001363	19:11:47 01/29/25	Diabetic Shock	10712 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-000814	14:16:41 01/17/25	Disorderly	2399 MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000764	16:13:28 01/16/25	Domestic Abuse	10635 N HIGHLAND RD; Sister Bay-V; APT 10, Sister Bay, WI	LVSI	CAA
25-001706	02:03:56 02/06/25	Dui	BLUFFSIDE LN & S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CAA
25-002004	10:23:30 02/13/25	Elevator Alarm	2669 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001478	09:38:13 02/01/25	Fall	10640 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002363	13:32:26 02/21/25	Fall	10698 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
25-004369	11:21:51 03/29/25	Fall	2319 HIDDEN MAPLES PL; Sister Bay-V; APT B1, Sister Bay, WI	LVSI	ACT
25-000263	15:11:30 01/06/25	Fire	2124 AUTUMN CT; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003383	12:24:49 03/12/25	Fire	ST HY 57 & FLINT RIDGE RD; Liberty Grove; Liberty Grove - Si, Sister Bay, WI	LVSI	ACT
25-000583	12:28:57 01/12/25	Fire Alarm	10506 ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000995	08:16:17 01/22/25	Fire Alarm	10571 ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001141	08:03:53 01/25/25	Fire Alarm	10775 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001195	09:06:00 01/26/25	Fire Alarm	2329 MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001673	10:22:39 02/05/25	Fire Alarm	10520 JUDITH BLAZER DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002729	12:00:34 02/28/25	Fire Alarm	2329 MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002822	01:56:55 03/02/25	Fire Alarm	10560 APPLEWOOD RD; Sister Bay-V; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003304	19:26:06 03/10/25	Fire Alarm	10520 JUDITH BLAZER DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-004255	16:35:52 03/27/25	Fire Alarm	2336 CANTERBURY LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000614	09:35:03 01/13/25	Fraud	2541 S BAY SHORE DR; Sister Bay-V; UNIT 2 SISTER BAY - V, Sister Bay, WI	LVSI	CLO
25-003909	14:15:19 03/21/25	Fraud	2477 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-004384	21:40:27 03/29/25	Gas Drive Off	10748 N BAY SHORE DR; BHIRDOS BY THE BAY; SISTER BAY - V, Sister Bay, WI	LVSI	ACT
25-002367	14:31:46 02/21/25	Harassment	10576 COUNTRY WALK DR; PIGGLY WIGGLY; SISTER BAY - V, Sister Bay, WI	LVSI	ACT
25-000055	02:11:38 01/02/25	Heart Problem	2277 VILLA DR; UNIT A Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000253	11:02:01 01/06/25	Heart Problem	2345 CANTERBURY LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001561	06:39:14 02/03/25	Heart Problem	2317 VILLA DR; Sister Bay-V UNIT C, Sister Bay, WI	LVSI	CLO
25-002100	04:32:07 02/15/25	Heart Problem	10571 ST HY 57; BIRCHWOOD LODGE RM 103 Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000088	14:11:46 01/02/25	Hit And Run	10636 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-002559	10:40:43 02/25/25	Information	10770 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003412	20:15:00 03/12/25	Medical Alarm	10560 APPLEWOOD RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003814	21:52:34 03/19/25	Motorist Assist	10641 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001144	09:40:21 01/25/25	Neighbor Troubl	10459 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
25-000838	21:16:21 01/17/25	Noise Complaint	10637 N HIGHLAND RD; Sister Bay-V; APT 5, Sister Bay, WI	LVSI	CLO

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
25-002147	23:11:32 02/15/25	Noise Complaint	2261 MILL RD; Sister Bay-V; Sister Bay-V APT 4A, Sister Bay, WI	LVSI	CLO
25-003239	22:40:45 03/09/25	Noise Complaint	2261 MILL RD; APT 4A; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-004043	21:45:34 03/23/25	Noise Complaint	10637 N HIGHLAND RD; Sister Bay-V; APT 5 SECOND BUILDING, Sister Bay, WI	LVSI	CLO
25-000003	00:25:13 01/01/25	Ordinance Viol	10663 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000404	13:35:19 01/09/25	Parking Problem	2328 MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-000511	18:52:04 01/10/25	Parking Problem	2328 MILL RD; Sister Bay-V; MILL RD GALLERY, Sister Bay, WI	LVSI	ACT
25-002006	11:02:12 02/13/25	Parking Problem	10576 COUNTRY WALK DR; PIGGLY WIGGLY; SISTER BAY - V, Sister Bay, WI	LVSI	CLO
25-002082	18:03:16 02/14/25	Parking Problem	2328 MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000565	21:16:28 01/11/25	Pd Accident	10487 E STONY RIDGE CIR; Sister Bay-V UNIT 17, Sister Bay, WI	LVSI	ACT
25-001563	07:34:03 02/03/25	Pd Accident	S BAY SHORE DR & ST HY 42; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002196	08:02:09 02/17/25	Pd Accident	ST HY 57 & CANTERBURY LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002997	05:42:44 03/05/25	Pd Accident	ST HY 57 & CANTERBURY LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001842	22:23:28 02/08/25	Pi Accident	COUNTRY WALK DR & ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001462	20:33:36 01/31/25	Reckless Driver	S BAY SHORE DR & FIELDCREST RD; Sister Bay-V- NORTH BOUND, Sister Bay, WI	LVSI	CLO
25-004523	22:09:30 03/31/25	Road Conditions	10636 N BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002622	16:26:27 02/26/25	Sign Down	S SPRING RD & MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000211	03:50:09 01/05/25	Suspicious	10461 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
25-002436	22:40:18 02/22/25	Suspicious	2328 MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003571	16:03:37 03/15/25	Suspicious	10637 N HIGHLAND RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-004124	14:12:48 03/25/25	Suspicious	10735 WOODCREST RD; Sister Bay-V; Sister Bay-V - Liber, Sister Bay, WI	LVSI	ACT
25-004351	20:57:42 03/28/25	Suspicious	10457 SHOALS CT; Sister Bay-V; Sister-Bay-V, Sister Bay, WI	LVSI	CLO
25-004086	18:00:23 03/24/25	Theft	10562 S HIGHLAND RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000559	19:31:05 01/11/25	Threats	10844 N SPRING RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-002112	10:19:05 02/15/25	Traffic Hazard	2587 S BAY SHORE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000008	01:16:15 01/01/25	Traffic Stop	10641 N BAY SHORE DR; Sister Bay-V PARKING LOT, Sister Bay, WI	LVSI	CLO
25-000106	20:34:47 01/02/25	Traffic Stop	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
25-000316	17:59:40 01/07/25	Traffic Stop	MILL RD & S SPRING RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-000332	06:37:56 01/08/25	Traffic Stop	ST HY 57 & CHERRYWOOD LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000416	16:33:27 01/09/25	Traffic Stop	N BAY SHORE DR & ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-000552	17:19:19 01/11/25	Traffic Stop	S BAY SHORE DR & N HIGHLAND RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-000662	12:48:26 01/14/25	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000799	11:47:09 01/17/25	Traffic Stop	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000835	20:02:55 01/17/25	Traffic Stop	ST HY 57; SISTER BAY - V; IN FRONT OF HWY SHOP, Sister Bay, WI	LVSI	ACT
25-000836	20:37:43 01/17/25	Traffic Stop	N BAY SHORE DR & MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-000855	08:03:34 01/18/25	Traffic Stop	S BAY SHORE DR & N HIGHLAND RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-000974	16:18:51 01/21/25	Traffic Stop	S BAY SHORE DR & COUNTRY WALK DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-001027	03:53:31 01/23/25	Traffic Stop	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001127	20:39:36 01/24/25	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001395	16:19:38 01/30/25	Traffic Stop	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-001469	01:56:53 02/01/25	Traffic Stop	S SPRING RD & TIMBER RIDGE CIR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001701	20:09:28 02/05/25	Traffic Stop	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-001885	10:55:52 02/10/25	Traffic Stop	2614 S BAY SHORE DR; Sister Bay-V; PARKING LOT, Sister Bay, WI	LVSI	CLO
25-002434	21:16:26 02/22/25	Traffic Stop	ST HY 57 & CANTERBURY LN; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002796	16:14:13 03/01/25	Traffic Stop	S BAY SHORE DR & COUNTRY WALK DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-002860	20:58:50 03/02/25	Traffic Stop	N BAY SHORE DR & POST OFFICE LN; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003159	08:56:54 03/08/25	Traffic Stop	ST HY 42 & COUNTRY LN; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003212	13:26:11 03/09/25	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003317	03:41:10 03/11/25	Traffic Stop	N BAY SHORE DR & MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003336	12:25:25 03/11/25	Traffic Stop	N BAY SHORE DR & MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003373	08:58:25 03/12/25	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003454	12:56:48 03/13/25	Traffic Stop	N BAY SHORE DR & SCANDIA RD; NORTH OF Sister Bay-V, Sister Bay, WI	LVSI	CLO

<u>Inc. No.</u>	<u>Reported</u>	<u>Nature</u>	<u>Address</u>	<u>Loctn</u>	<u>Dsp</u>
25-003758	20:34:09 03/18/25	Traffic Stop	N BAY SHORE DR & MILL RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003888	08:31:43 03/21/25	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-003949	09:30:14 03/22/25	Traffic Stop	10559 COUNTRY WALK DR; Sister Bay-V PARKING LOT, Sister Bay, WI	LVSI	CLO
25-003989	19:23:41 03/22/25	Traffic Stop	N BAY SHORE DR & SCANDIA RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-003994	20:43:47 03/22/25	Traffic Stop	CHERRYWOOD LN & ST HY 57; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-004034	15:51:49 03/23/25	Traffic Stop	S BAY SHORE DR & W WESTWOOD DR; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-004100	05:26:17 03/25/25	Traffic Stop	ST HY 57 & ORCHARD DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO
25-004302	10:17:56 03/28/25	Traffic Stop	S BAY SHORE DR & COUNTRY LN; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-004303	10:24:50 03/28/25	Traffic Stop	2614 S BAY SHORE DR; Sister Bay-V PARKING LOT, Sister Bay, WI	LVSI	ACT
25-004478	07:24:01 03/31/25	Tree Down	10315 FIELDCREST RD; Sister Bay-V, Sister Bay, WI	LVSI	ACT
25-001893	14:44:13 02/10/25	Welfare Check	N BAY SHORE DR & MAPLE DR; Sister Bay-V, Sister Bay, WI	LVSI	CLO

Total reported: 135

Report Includes:

All dates between `00:00:00 01/01/25` and `23:59:59 03/31/25`, All location codes matching `LVSI`, All cities, All addresses, All agencies, All offenses observed, All offenses reported, All offense codes, All nature of incidents, All circumstance codes

RECEIVED APR 20 2025



April 1, 2025

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

Brett Guilette
Building Inspector
Village of Sister Bay
PO Box 769
Sister Bay, WI 54234

Re: Home on corner of Northwoods Drive and Ava Hope Court, Sister Bay

Dear Ms Schmelzer and Mr Guilette,

We manage **J Taylor Park**, Ava Hope Court, Sister Bay. This is a beautiful apartment community and we are proud to provide homes for residents of the Sister Bay area.

J Taylor Park was built in 2021. Interesting but when we were going through the lease-up of the brand-new apartments, we installed new colorful "Now Renting" flags to attract attention to the community. The Village of Sister Bay contacted us to tell us to remove the flags because they were not allowed.

Which brings us to this issue: In August 2024 we contacted your office to voice our concern about the unsightly home on the corner of Northwoods Drive and Ava Hope Court. We provided pictures of the property with huge weeds, tall grass, an abandoned truck, and the home in disrepair. At the time we were told that there was nothing the Village could do about the issue. Furthermore, the Board approved the home and the owner of the home was under a deadline to get everything completed by 3/1/2025 – including parking lot, landscaping, painting, etc.

It is now 4/1/2025 and the property is still extremely unsightly. We are shocked that the Village of Sister Bay is allowing this eyesore.

The residents of J Taylor Park and other surrounding homes in the neighborhood have been putting up with this awful-looking house and yard far too long.

Can you help? What action has the Administration of the Village of Sister Bay taken to remedy this issue?

We look forward to hearing back from you.

Best Regards,

A handwritten signature in purple ink that reads "Karen Classon".

Karen Classon
President



(No subject)

From Nick Deviley <ndeviley@gmail.com>

Date Fri 4/11/2025 11:24 AM

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

Cc Nick Deviley <ndeviley@gmail.com>

Mr President,

You may feel that my actions over the last 2 weeks have been a personal attack on you, when in fact my actions are only to bring to light the current state of the Village of Sister Bay, which you are president of. I sincerely hope you take all of this as a learning experience and start to focus on the matters that need your attention the most. If you feel that your actions have not had a negative impact on the employees in the admin building, do yourself a favor and go into the office while Heidi, Vlad, Kara, Julie and Janal are there and ask them how they feel about the current state of affairs.

While reading your comments in this week's Peninsula Pulse regarding the current situation between the personnel committee and village employees, it occurred to me you did not condemn the behavior. Instead you stated you were not aware of Janal's feelings. As the president of our village, and a member of the personnel committee, it is your sworn duty to oversee such matters and to know when issues require your attention.

You have the chance to put an end to all of this negative energy. Sister Bay has the potential to be a great place to live and work, instead we have recently earned the reputation as quite the opposite. It is my hope that the relentless pursuit to fire our Village Administrator comes to an end, and that the personnel committee can apologize for the inappropriate behavior, in order to cultivate a healthy, positive workplace for our Village staff, one that they are happy and proud to work for.

Sincerely,

nick deviley

March 26, 2025

VILLAGE ADMINISTRATOR JULIE SCHMELZER
P.O. Box 769
Sister Bay, WI 54234



Dear Julie:

Please accept this letter as my official notice of resignation. (In light of recent developments I have decided to retire, and, therefore, my last official day as a Village employee will be Friday, April 11, 2025.) Thank you for everything you have done for me and the Village as a whole.

I will not be participating in an exit interview, but want all of the Trustees to know why I have decided to leave, and, therefore, I would appreciate it if you could see that each of them is provided a copy of this letter.

For the most part I like my job very much and have been told by a number of individuals that I am good at it, but, unfortunately, on several occasions I have witnessed behavior which made it "painfully obvious" that a former Village official as well as a current Village official really don't like me, and do not believe that I am qualified to take on additional responsibilities. I have also been "minimized" by some, and all those individuals made me feel that I was not appreciated, trusted, or valued. Despite the fact that I have been subjected to that type of behavior for quite some time, and even though I now qualify for full retirement benefits, I had intended to continue working for the Village for a few more years, as I truly do like being up here on a regular basis, and have formed lasting friendships with a number of my co-workers, as well as several Village residents and business owners and their employees. I will miss the Village and all of the previously mentioned individuals very much, but decided that "it was time to go" when I recently saw you being treated in what I perceived to be a "mean-spirited", "underhanded", "cruel", and, at times potentially unethical manner by a few citizens as well as some Village officials. On several occasions I actually thought to myself; "If they treat the Village Administrator that way, what lies ahead for me?", and eventually decided that I no longer want to be associated with an organization that allows, and, in some instances actually appears to condone that type of behavior.

In a little more than 7 years two other Administrators as well as a Finance Director have resigned quite abruptly from their positions with the Village as they were hired by other municipalities, and I believe that statistic definitely says something about the work environment that sometimes exists in the Village Office. Sadly, because of that environment, which some have described as "a culture of harassment", we lost some very talented, dedicated and hard-working individuals, and, as you know, we had very few applicants when the vacancies were advertised, which could be an indication that there are "issues" that must be addressed "sooner rather than later".

I firmly believe that life is way too short for anyone to be subjected to cruel and potentially unethical behavior, which ultimately leads to stress and anxiety, and I sincerely hope that all the Trustees will do some "soul searching" and take whatever actions are necessary to ensure that no other Village employees are treated like you and I have been.

Sincerely,


Janal Suppanz
Administrative Assistant
janal.suppanz@sisterbaywi.gov

April 18, 2024

Dear Julie,

Please accept this letter as formal notification that I am resigning from my position as Finance Director/Treasurer/HR Manager with the Village of Sister Bay. My last day will be Friday, May 3, 2024.

I'd like to offer my gratitude to the Village of Sister Bay for providing me with the opportunity to serve the Village over the last 8.5 years. I'd also like to personally thank you for the knowledge that you have shared with me over the past almost two years. You have always taken the time to provide explanations and education to help me grow and learn. You have also supported me through many challenges that we have faced. I will greatly miss learning from you and working with the staff of the Village. I truly value the people I work with and think that the staff have many wonderful talents that they offer to the Village every day. I have been blessed to work with such an amazing crew.

During my last two weeks, I will do everything possible to wrap up as many key duties as I can and to provide training to other team members. I would also like to extend the offer of on-going assistance in the coming months. Please let me know if there is anything else I can do to help during the transition and beyond.

I wish the Village all the best in the future. Sister Bay is a special place for many people, and it will certainly remain special to me.

Sincerely,



Tasha Rass

EXIT INTERVIEW SUMMARIES

Parks committee micromanages, causes anxiety. Supervisor good. Co-workers a real team.
Additional duties not compensated; too much work and couldn't complete projects to help village. Interactions with Board: Board not respectful, don't care if employee can attend meetings they schedule, non-responsive trustees, work terrible hours with no appreciation or respect from Board, Board members talk negatively about staff in the community, trustees hostile to staff, interactions with Board forced departure, unethical decisions and violate laws, appoint unqualified people to committees, trustees question skills and abilities, Board doesn't know their role, Board culture is bad. Need to outsource some of the work – too much for one person. Supervisor good, educates staff and challenges them to improve; sometimes pushes too hard. Co-workers great; one is an issue for morale. Love the community.
Went back to school. Good supervisor – dug in and helped staff. Good work crew.
Insubordination and failure to fulfill essential functions of the job
Personal reasons
Retirement – intended to come back as a part-time employee in the summer. Interviewed in April. Was angry in the interview that things he specifically left to be done were not done. Spent time with [REDACTED] showing his things that used to be done and are not. Decided not to come back after [REDACTED] termination.
Pay and benefits. At Fish Creek, pay \$0 premium, \$3000 deductible & \$3600 HSA contribution. Significant difference in pay. At one point was the lowest paid utility employee in Northern Door according to a survey by a neighboring municipality. "Annual wage adjustments of \$0.25 per hour were really low."
Pay, larger community, career growth, but much was due to issues with board.
Pay and benefits, high cost of day care, leadership in department was lacking, Board members directing jobs and people
Pay and benefits, career change, conflict with marina committee and individual direction/oversight by trustee, feeling undermined by committee
Issues with the Board, management issues, Pay/proper compensation

Career advancement, "dream job", pay, benefits,
Management Issues
Supervision, management issues, work environment
Management issues, felt undermined, health insurance being age based and premiums by individual, health insurance going from \$469 per PP to \$169 per PP
Terminated within first 90 days
Pay
Growth to clerk position and greater opportunity, issues in the admin office with another employee
Retirement
Issues with trustees, Pay, larger community, career growth
Retired
Frustration with management, relocating
Pay and benefits, supervision
Personal reasons
Issues with management

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

Tony Evers, Governor

Telephone 608-266-2621
 Toll Free 1-888-936-7463
 TTY Access via relay - 711



April 5, 2024

Julie Schmelzer, Village Administrator
 Sister Bay Waterworks
 Village of Sister Bay
 2383 Maple Drive
 Sister Bay, WI 54234
 Via: Hand Delivery

PWS ID 41505101
 Door County

Subject: **NOTICE OF VIOLATION and OFFER FOR ENFORCEMENT TELECONFERENCE**

Dear Administrator Schmelzer:

The Department of Natural Resources (department) has reason to believe that the municipal community water system serving residents of the Village of Sister Bay (Sister Bay) is in violation of Wisconsin's safe drinking water laws at the property located at 2383 Maple Drive, Sister Bay, Door County, Wisconsin. These violations are based on review of department records and information provided by Sister Bay.

Pursuant to section s. NR 809.04(5), Wisconsin Administrative Code (Wis. Adm. Code), a community water system is "a public water system which serves at least 15 service connections used by year-round residents or regularly serves at least 25 year-round residents." A municipal water system is a community water system that is owned by a city, village, county, town, town sanitary district, utility district, public inland lake and rehabilitation district, municipal water district or a federal, state, county or municipal owned institution, according to ss. NR 810.02(28) and 811.02(41), Wis. Adm. Code. The department alleges the following violations:

1. Section [NR 810.07](#), Wis. Adm. Code, Operational reporting.

- (1) Water suppliers for the following public water systems shall submit monthly reports in a form or format as required by the department to the appropriate regional office of the department:
 - (a) All municipal water systems.
- (2) Reports shall include all the following data, if applicable:
 - (b) Daily quantities of chemicals added to the water.
 - (g) Totals and averages of the above where spaces are provided on the report form.
- (4) Electronic submittal of the reporting forms shall be allowed if done in a form and format approved by the department.
- (5) Monthly reports for municipal water systems shall be signed by the operator-in-charge or an operator certified in the applicable treatment process employed by the water supplier.

2. Section [NR 108.06\(4\)\(a\)](#), Wis. Adm. Code, Reports and records.

Reports of operation of all municipal water systems, sewage treatment plants and industrial wastewater facilities and analyses of samples collected in conjunction thereto shall be submitted to the department on approved forms. Reports regarding the operation of waterworks during the preceding month shall be submitted to the department not later than the 10th day of each month.

Sister Bay is in violation of 1 and 2 because, between July 26, 2021, and January 26, 2024, Sister Bay's monthly operational reports contained approximately 184 instances of false data. The reports were submitted by Daniel J. Klansky while he was operator-in-charge of the Sister Bay public water system, through the department's Electronic Monthly Operating Report application.

3. Section [NR 811.08\(1\)](#), Wis. Adm. Code, Plans and specifications required.

The owner of a community water system shall submit plans and specifications for all reviewable projects in accordance with ch. [NR 108](#).

4. Section [NR 811.08\(2\)](#), Wis. Adm. Code, Approvals required.

Written department approval shall be obtained prior to starting construction for all reviewable projects as defined by s. NR 108.03 (1).

5. Section [NR 108.02\(13\)](#), Wis. Adm. Code, Definitions.

"Reviewable project" means any construction or installation project for which department approval is required, pursuant to s. [281.41](#), Stats. The following projects are reviewable within the meaning of this chapter:

(b) Any improvements, extensions or alterations which may affect the quality or quantity of water delivered by an existing community water system.

6. Section [NR 810.26\(1\)](#), Wis. Adm. Code, Authorization for operation of new community water systems or improvements to existing systems. Before a new community water system or improvements to a community water system can be placed into service, written authorization of the department shall be obtained.

Sister Bay is in violation of 3 through 6 because it failed to submit plans and specifications and obtain department approval before making alterations to its water system. According to records provided to the department by Sister Bay, on November 7, 2022, Sister Bay installed a new chemical feed pump at Well 3 for chlorine addition. Sister Bay did not submit plans and specifications to the department before installing the chlorine chemical feed pump at Well 3 and did not receive approval to place the chlorine chemical feed pump at Well 3 into service.

NEXT STEPS AND OFFER FOR ENFORCEMENT TELECONFERENCE:

If Sister Bay is interested in scheduling an Enforcement Conference to discuss the circumstances surrounding the alleged violations and your perspective on this matter, department staff are available to meet. Please contact me at 608-354-2173 or email marcie.marquardt@wisconsin.gov to schedule the Enforcement Conference. We can connect either by telephone or Teams link, whichever option works best for you.

The department is aware that Sister Bay submitted plans and specifications to the department on March 15, 2024, for review of the chlorine chemical feed pump installed at Well 3. The department's Public Water Engineering Section is conducting an After-the-Fact review of the pump for chlorination at Well 3.

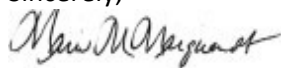
By **April 30, 2024**, Sister Bay shall correct all monthly operational reports that contain incorrect data and re-submit those reports to the department through the electronic monthly operating report process.

Please note, violations of chs. NR 108, 809, 810, and 811, Wis. Adm. Code are enforced through ss. 281.98, 299.95 and 299.97, Wis. Stats., and may be referred to the Department of Justice to obtain court ordered compliance and penalties of up to \$5,000 for each day of violation. The department is also authorized to issue an administrative order that contains stipulations for corrective actions along with forfeitures that include penalties of up to \$500 per day of violation.

This Notice of Violation constitutes a Notice of Claim and fulfills the requirements of s. 893.80, Wis. Stats.

If you have questions, please contact me at 608-354-2173 or via email at marcie.marquardt@wisconsin.gov.

Sincerely,



Marcie M. Marquardt

Environmental Enforcement Specialist

Investigations & Environmental Enforcement

Division of Public Safety & Resource Protection

Enclosure: Environmental Enforcement Conference Fact Sheet

CC: Wendy Anderson, DNR – Green Bay

JaNelle Merry, DNR – Green Bay

Beth Goldowitz, DNR – Madison

Jordan Schutz, DNR - Madison

Molly McNab, DNR – Madison

Lacey Hillman, DNR – Eau Claire



Environmental Enforcement Conference

An Enforcement Conference (EC) is a meeting between Department of Natural Resources (Department) staff and representatives of a person or business that the Department believes has violated an environmental law. The Department issues a Notice of Violation (NOV) when it has reason to believe that a violation of a permit condition, administrative rule or statutory requirement has occurred. The NOV either offers or schedules an EC.

Why Should I Attend?

The EC is an important opportunity to discuss the Department's basis for the alleged violation(s) and learn more about what happened, why it may have happened, and any factors you believe the Department should consider, such as steps that have been or will be taken to stop the violation, correct any effects of the violation, and prevent violations from occurring in the future. It is also your opportunity to explain why you might disagree with the factual and legal conclusions underlying the NOV.

Historic data shows that most violations are resolved at the EC level, without the need for court ordered compliance and/or penalties. In situations where the significance of the violation warrants further enforcement action, your cooperative efforts to resolve the violation and prevent future violations will help minimize your legal and financial liability.

Who Should Attend the EC?

Department staff involved in the EC typically consists of an Environmental Enforcement Specialist and regulatory staff that are familiar with the issues identified in the NOV.

While not required, you may seek representation by legal counsel or the assistance of an environmental consultant to prepare for and/or attend the EC. The EC is most productive when all involved are well-prepared to discuss the allegations and any corrective actions that may be necessary.

To ensure a productive candid discussion, participation in the EC is limited to the person or business involved and others with the legal or technical expertise necessary to understand, evaluate, mitigate and correct the violation. The EC is not an open meeting under state law and the Department will limit participation to those directly involved in the resolution of the matter.

What Happens if I don't Attend the EC?

If a party is unable to attend the EC, they should immediately contact the Environmental Enforcement Specialist at the phone number in the NOV to reschedule. When a party refuses to attend the EC and provides no further information to the Department, the Department's enforcement decision will be based upon available information.

What Happens Following the EC?

The EC is part of the Department's stepped enforcement process. At the EC, Department staff will explain the process and options available to address the alleged violation. Generally, the options range from closing the matter with no further action to referral to the Wisconsin Department of Justice (DOJ) or to U.S. EPA, for further enforcement action. In limited circumstances, the Department can issue citations, which are handled in local court similar to traffic offenses. If a case is referred to DOJ, the DOJ may initiate an action in court on behalf of the State. The State typically asks the Court to impose financial penalties and order completion of any necessary corrective actions. In most of the Department's cases, a cooperative return to compliance with any necessary restoration results in close out of the case. At close out, the Department will send a letter advising of no further enforcement action.

AGENDA ITEM 7a

Resolution 2025-009; Adopting a Public
Participation Plan

RESOLUTION NO. 2025-009**A RESOLUTION TO ADOPT A CITIZEN PARTICIPATION PLAN**

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, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of CDBG monies to have in place a Citizen Participation Plan; and,

WHEREAS, the Citizen Participation Plan shall encourage citizen participation, especially by persons of low- and moderate- income (LMI), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and,

WHEREAS, on April 15, 2025, the Village Hall Planning Task Force held a public hearing on a Citizen Participation Plan committing the Village to include the public, especially the low- to moderate-income population, in the CDBG project.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees for the Village of Sister Bay, that the Village Board of the Village of Sister Bay officially adopts the Citizen Participation Plan, attached.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 15th day of April, 2025.

Passed and accepted this 15th day of April, 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: April 15, 2025

Village of Sister Bay

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of the Village of Sister Bay, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. The Village of Sister Bay shall create a Citizen Participation Committee, members of which shall be appointed by the Village President and confirmed by the Village Board. This Committee shall be responsible for implementation of the Citizen Participation Plan (CPP), as well as offering guidance in preparation of the grant application.

The Village of Sister Bay shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, the Village of Sister Bay shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The Village of Sister Bay shall establish a committee composed of persons representative of the Village of Sister Bay demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of the Village of Sister Bay.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Peninsula Pulse newspaper as a Class 2 notice prior to the hearing date. In addition, the public notice shall be posted at the Village of Sister Bay Administration Building at 2383 Maple Drive, Sister Bay, WI. These notices will include the time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include

where, and during what time, information and records relating to the proposed and actual use of funds may be found.

REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds.
4. The second public hearing shall be held during the implementation of the program. If the project includes construction, demolition, and/or structural rehabilitation activities, then the second hearing must be held after construction, demolition, and/or rehabilitation has begun and is in progress.
5. The Village of Sister Bay will have all public hearings in the service area.

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by Village staff in the Administration Office. A Village staff member will meet with citizens on request.
2. The Village of Sister Bay will maintain, Village of Sister Bay Administration Building at 2383 Maple Drive, Sister Bay, WI, a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.
3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 5 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes. The Village of Sister Bay staff will respond to all such requests within 5 days after the Village Board has met to discuss the request.

COMPLAINTS

The Village of Sister Bay will handle citizen complaints about the program in a timely manner. By federal regulation the Village will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be recorded in a complaint log. The first contact for complaints should be made to the Village Clerk, Heidi Teich.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
 Wisconsin Department of Administration
 Division of Energy, Housing and Community Resources
 P.O. Box 7970
 Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: Community Development Block Grants for Community Development (CDBG – PF),
- 2) The event resulting in the complaint;
- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

ACCOMMODATIONS

The Village of Sister Bay will respond to residents' requests for reasonable accommodations to participate in CDBG public hearings in accordance with state and federal laws; and include instructions for making accommodation requests in hearing notices.

NON-ENGLISH SPEAKING PERSONS

The Village of Sister Bay will regularly review the demographic data of the municipality and survey a CDBG project area and/or service area if deemed necessary to identify non-English speaking persons; and will take steps to assure them equal opportunity in the citizen participation process.

**THIS PLAN WAS RECOMMENDED FOR ADOPTION BY THE VILLAGE BOARD
 FOLLOWING A PUBLIC HEARING HELD BY THE VILLAGE HALL PLANNING TASK
 FORCE ON APRIL 15, 2025.**

**By the Sister Bay Village Hall Planning Task Force
 Patrice Champeau, Chair**

AGENDA ITEM 7b

Resolution 2025-010; Authorizing Resolution to
Commit to Match Funds

RESOLUTION NO. 2025-010

A RESOLUTION AUTHORIZING TO COMMIT FUNDS & CERTIFICATION OF MATCH FUNDS SECURED

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, federal monies are available under the CDBG – Annual Public Facilities Competition (PF) program, administered by the State of Wisconsin Department of Administration, for the provision of the improvement of public facilities; and,

WHEREAS, the Village of Sister Bay Village Board has authorized the submission of a CDBG Public Facilities Application to the State of Wisconsin for the renovation of the village hall into a community center; and,

WHEREAS, an adequate local financial match must be provided for the proposed CDBG Public Facilities Application by the Village of Sister Bay Village Board; and,

WHEREAS, the Village of Sister Bay Village Board must certify all matching funds required to complete the proposed project have been secured for and committed to the project prior to the submission of the CDBG Application; and,

WHEREAS, the Village of Sister Bay Village Board must acknowledge that a delay in starting construction by July 1, 2026 and/or completing construction by October 31, 2027 due to the Village not having the matching funds that are reported as committed and secured in the CDBG application documents, then the State of Wisconsin Department of Administration Division of Energy, Housing and Community Resources may deny a timeline extension and may rescind the CDBG award.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees for the Village of Sister Bay, that the Village Board of the Village of Sister Bay does hereby authorize the commitment of match funds to be used as outlined in the CDBG application, for the match amount of \$_____, from the following secured sources:

Village of Sister Bay 2025 Capital Improvement Plan approved with the 2025 Village of Sister Bay Budget

And the following potential sources:

Friends of the Village Hall fundraising campaign (to begin summer 2025, if awarded)

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 15th day of April, 2025. Passed and accepted this 15th day of April, 2025.

[Authorization and signature page to follow]

The Village of Sister Bay Village Board has authorized the above resolution to commit match and certify match funds secured for the CDBG project referenced within this resolution.

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.

AGENDA ITEM 7c

Resolution 2025-011; Resolution to Submit
CDBG Application

RESOLUTION NO. 2025-011**A RESOLUTION AUTHORIZING SUBMISSION OF A CDBG APPLICATION**

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, federal monies are available under the CDBG – Annual Public Facilities Competition (PF) program, administered by the State of Wisconsin Department of Administration (DOA), for the provision of the improvement of public facilities for the Village of Sister Bay; and,

WHEREAS, after public meetings and due consideration, the Village Hall Planning Task Force has recommended to the Village Board that an application be submitted to DOA for the renovation of the village hall into a community center; and,

WHEREAS, it is necessary for the Village Board to approve the preparation and filing of an application for the Village to receive funds from this program; and,

WHEREAS, the Village Board has reviewed the need for the proposed project and the benefit to be gained there from.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees for the Village of Sister Bay, does hereby approve and authorize the preparation and filing of an application for the above-named project, and that the Village President is hereby authorized to sign all necessary documents on behalf of the Village, and that authority is hereby granted to the Village Board to take the necessary steps to prepare and file the application for funds under this program in accordance with this resolution.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 15th day of April, 2025. Passed and accepted this 15th day of April, 2025.

The Village of Sister Bay Village Board has authorized the above resolution this 15th day of April, 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.

AGENDA ITEM 7d

Resolution 2025-012; Creating a CDGB Citizen
Participation Committee

RESOLUTION NO. 2025-012**A RESOLUTION CREATING A CDBG CITIZEN PARTICIPATION PLAN COMMITTEE**

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, federal monies are available under the CDBG – Annual Public Facilities Competition (PF) program, administered by the State of Wisconsin Department of Administration (DOA), for the provision of the improvement of public facilities for the Village of Sister Bay; and,

WHEREAS, after public meetings and due consideration, the Village Hall Planning Task Force has recommended to the Village Board that an application be submitted to DOA for the renovation of the village hall into a community center; and,

WHEREAS, part of the CDBG Application required a Citizen Participation Plan, which requires a committee to have oversight to ensure the public is involved in the renovation of the village hall into a community center; and,

WHEREAS, the Village Hall Planning Task Force held a public hearing on the CDBG Citizen Participation Plan and has been assigned the role of planning for the renovations and financing of the improvements, so it is prudent they also serve as the CDBG Citizen Participation Committee.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees for the Village of Sister Bay, does hereby assign the role of CDBG Citizen Participation Plan Committee to the Village Hall Planning Task Force.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 15th day of April, 2025. Passed and accepted this 15th day of April, 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.

AGENDA ITEM 8a

Set Board of Review Training Date



STAFF REPORT

SET BOARD OF REVIEW (BOR) TRAINING DATE(S)

Date: April 15, 2025

Board/Committee: Village Board

Re: Set a date for mandatory Board of Review (BOR) Training

Author: Heidi Teich, Village Clerk

Wisconsin law requires that before the first two-hour meeting of the Board of Review, at least one member of the BOR must attend a training session approved by the Wisconsin Department of Revenue (DOR). Training is arranged by the Village Clerk and must be completed by June 9, 2025 – the date of Sister Bay's Board of Review.

UW-Extension puts out training videos that have been approved by the state and meet the BOR training requirement if viewed in its entirety. A self-scored exam is required, and attendees must sign an affidavit of completion. The Clerk must file a statement with the Dept. of Revenue that a member has met the training requirement prior to the June 9, 2025 BOR meeting.

An in-person training option has not been made available in Northeast Wisconsin to date.

Would you like to schedule a date to meet as a group and view the 2025 training video?

Note The village has subscribed to Local Government Basics - online, in-demand training sponsored by the League Insurance program. These are short, clear videos with knowledge checks, to provide instruction on city and village powers, avoid conflicts of interest, and cover key topics like public records, open meetings, governance, ethics, and finance. Once the login details are received, those will be shared. Courses can be taken all in one day or mix and match the videos over the next year (until May 2026).

AGENDA ITEM 8b

Liquor License Request; Alpaca to Apparel LLC; 2340
Mill Rd; Benjamin Kornowski - Agent



Village of Sister Bay BOARD REPORT

Meeting Date 4/15/2025

Recommendation:

That the Village Board consider a request from Alpaca to Apparel LLC, Benjamin Kornowski - Agent, for the issuance of a pro-rated Combination "Class A" liquor license and Class "A" beer license for the property located at 2340 Mill Rd for the months of May and June, 2025.

Background:

Village staff has received an initial liquor license application from Benjamin Kornowski, sole member of Alpaca to Apparel LLC, for the issuance of a combination Class A liquor and beer license for the property located at 2340 Mill Road (formerly Glo). The business will operate as a retail/gift shop with liquor and beer sales for off-premise consumption.

Proper notice for this request has been published in the Peninsula Pulse and a CCAP search conducted. All applicable fees have been collected, and a fire inspection was requested. Application is attached.

Fiscal Impact:

Fees collected in the amount of \$129.98

Class A liquor - \$83.32

Class A beer - \$16.66

Publication fee - \$30.00

Respectfully Submitted,

Heidi Teich
Village Clerk

Form
AB-200

Alcohol Beverage License Application

For Municipal Use Only
Municipality <u>Sister Bay</u>
License Period <u>May 1 - June 30, 2025</u>

License(s) Requested: (up to two boxes may be checked)

- ☒ Class "A" Beer \$ 16.64 ☐ Class "B" Beer \$ ---
- ☒ "Class A" Liquor \$ 83.32 ☐ "Class B" Liquor \$ ---
- ☐ "Class A" Liquor (cider only) \$ --- ☐ Reserve "Class B" Liquor \$ ---
- ☐ "Class C" Liquor (wine only) \$ ---

Fees	
License Fees	\$ <u>99.98</u>
Background Check Fee	\$ <u>---</u>
Publication Fee	\$ <u>30.00</u>
Total Fees	\$ <u>129.98</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

Alpaca to Apparel LLC

2. Business Trade Name or DBA

Alpaca to Apparel

3. FEIN

82-2253306

4. Wisconsin Seller's Permit Number

456-1029362933-02

5. Entity Type (check one)

- ☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

6. State of Organization

WI

7. Date of Organization

07/24/2017

8. Wisconsin DFI Registration Number

A083085

9. Premises Address

2340 Mill Road

10. City

Sister Bay

11. State

WI

12. Zip Code

54234

13. County

Door

14. Governing Municipality: ☐ City ☐ Town ☒ Village
of: SISTER BAY

15. Aldermanic District

16. Premises Phone

(920) 868-5100

17. Premises Email

info@alpacatoapparel.com

18. Website

alpacatoapparel.com

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Entire 1st floor of building excluding the sunporch on back of building and the entire basement of the building. Also, the front portion of the property excluding the parking lot.

20. Mailing Address (if different from premises address)

N3569 E Townline Road

21. City

Luxemburg

22. State

WI

23. Zip Code

54217

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed?	☐ Yes ☐ No
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed?	☐ Yes ☐ No

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity

4b. Business Entity FEIN

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No

6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No

7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

Last Name	First Name	Title	Phone
Kornowski	Benjamin	Sole Member	(920) 536-1394

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Kornowski		First Name Benjamin		M.I. C
Title Sole Member		Email info@alpacatoapparel.com		Phone (920) 536-1394
Signature 			Date 03/13/25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk RECEIVED MAR 18 2025	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Agent Type (check one)

- ☒
- Original (no fee)
- ☐
- Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Alpaca to Apparel LLC

2. Business Trade Name or DBA

Alpaca to Apparel

3. Entity Type (check one)

- ☒
- Limited Liability Company
- ☐
- Corporation
- ☐
- Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

- ☒
- Municipal Retail License
- ☐
- State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

NA

6. Describe the reason for appointing a successor agent, if successor is checked above.

NA

Part B: Agent Information

1. Last Name

Kornowski

2. First Name

Benjamin

3. M.I.

C

4. Email

info@alpacatoapparel.com

5. Phone

(920) 536-1394

6. Home Address

N4324 County Road C

7. City

Kewaunee

8. State

WI

9. Zip Code

54216

10. Age

29

11. Drivers License/State ID Number

K6520639-5337-09

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.
2. Have you completed Form AB-100, *Alcohol Beverage Individual Questionnaire*? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.
3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

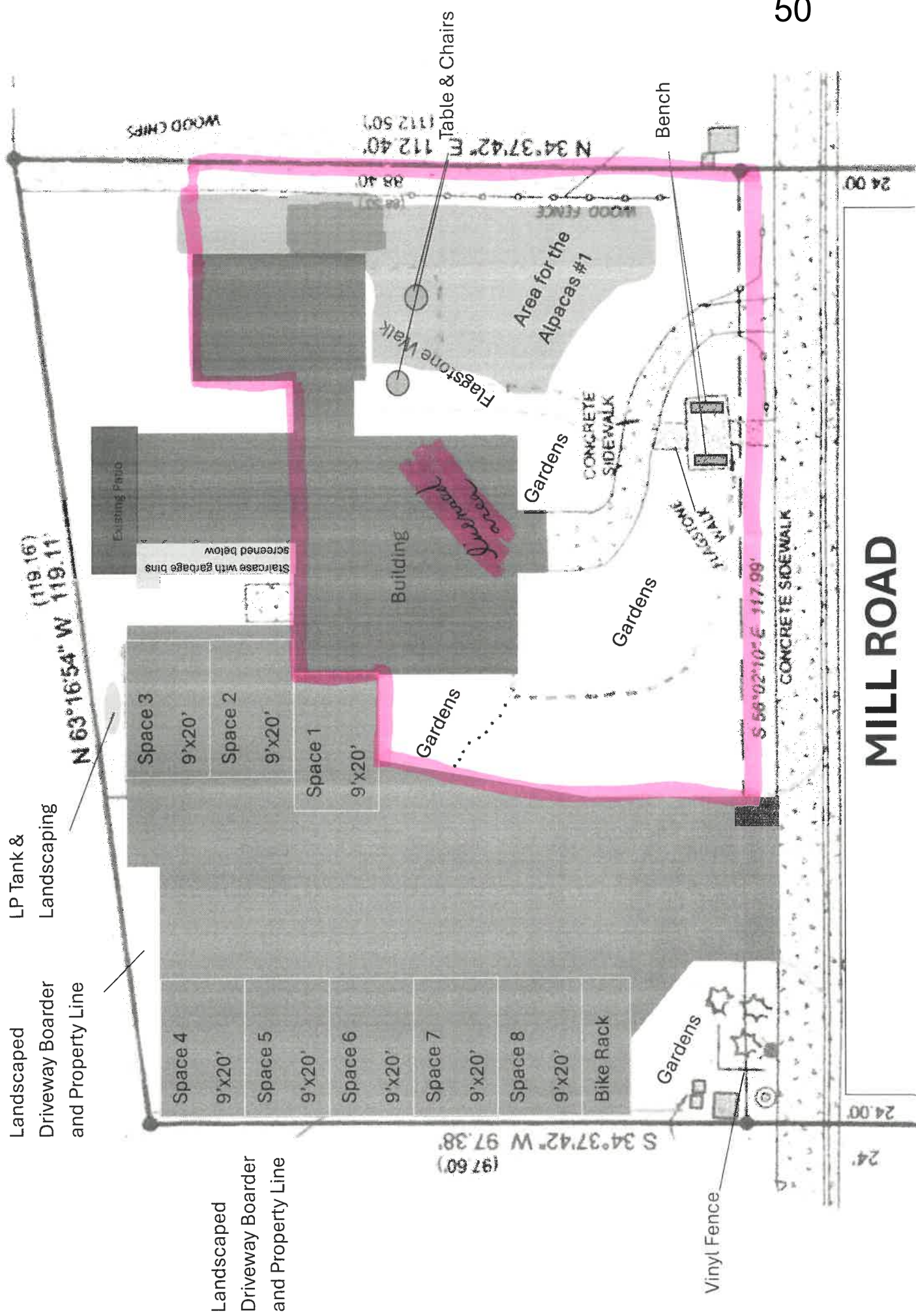
READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Kornowski		First Name Benjamin		M.I. C
Title Sole Member		Email info@alpacatoapparel.com	Phone (920) 536-1394	
Signature 			Date 03/13/25	

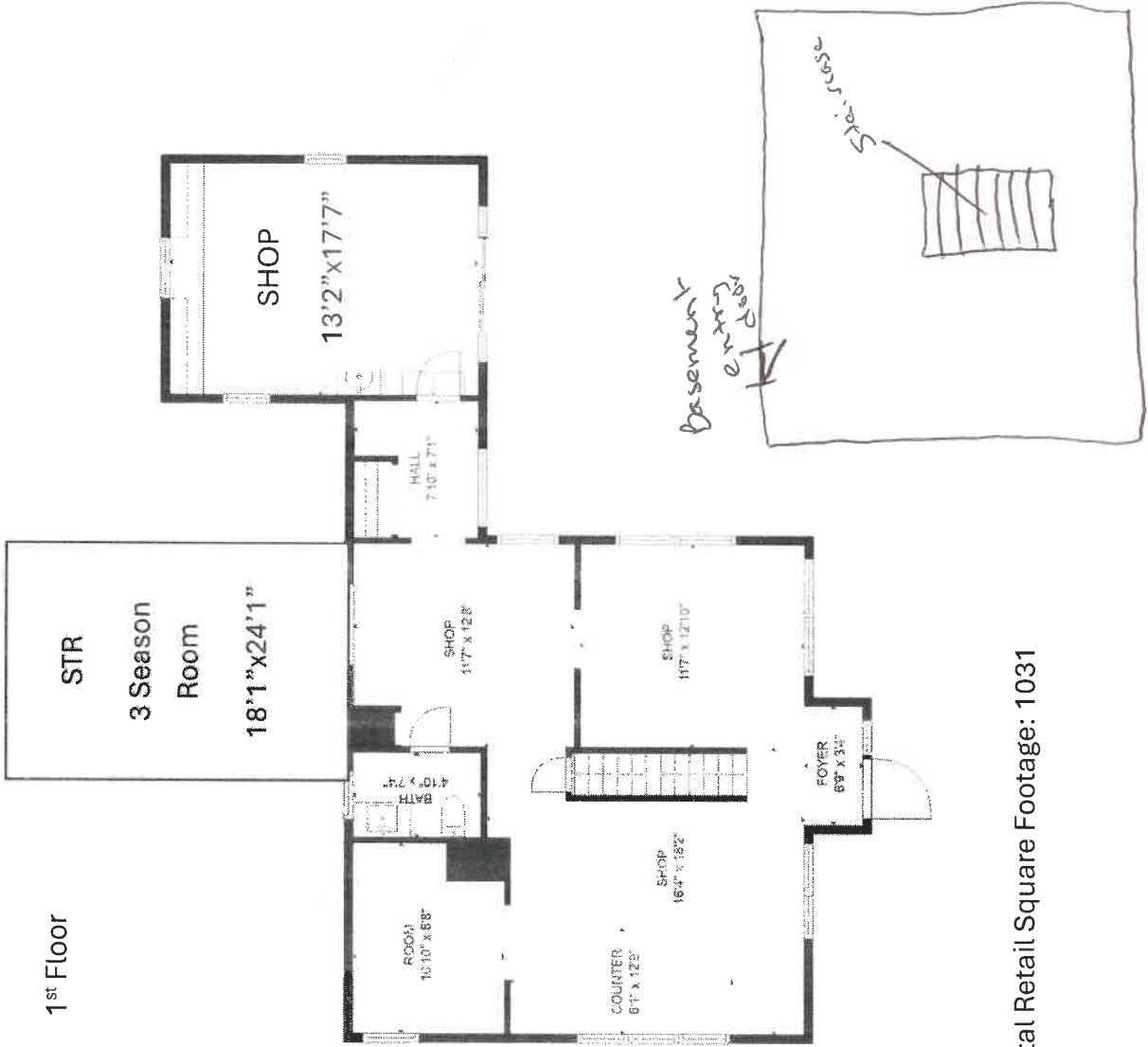
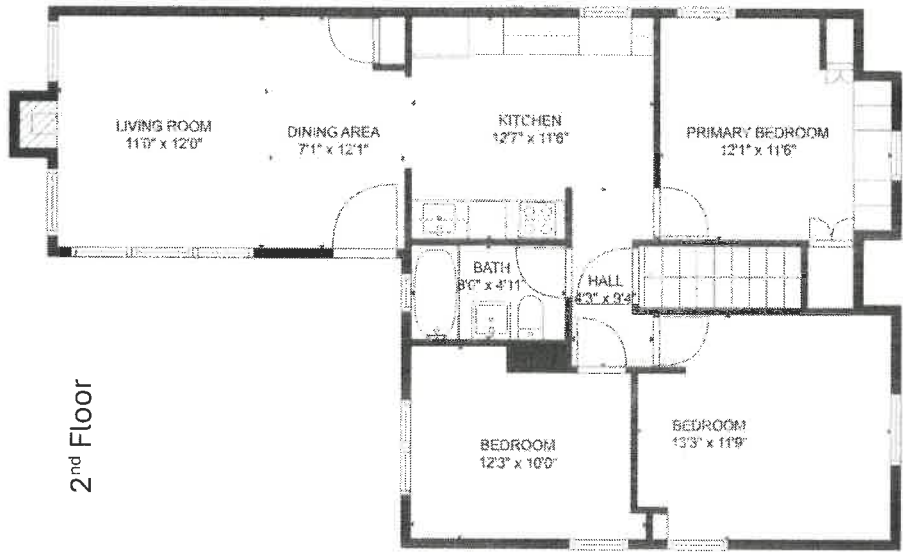
Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Kornowski		First Name Benjamin		M.I. C
Signature 			Date 03/13/25	



MILL ROAD



Total Retail Square Footage: 1031

AGENDA ITEM 8c

Liquor License Request; Savor BBQ Co., Inc; 10635 N
Bay Shore Dr Un. F; Corey Brydon - Agent



Village of Sister Bay BOARD REPORT

Meeting Date 4/15/2025

Recommendation:

That the Village Board consider a request from Savor BBQ Co., Inc., Corey Brydon - Agent, for the issuance of a pro-rated Class B Beer and Class C Wine license for the property located at 10635 N Bay Shore Dr, Un. F (formerly Crain's Kitchen) for the months of May and June, 2025.

Background:

Village staff has received an initial liquor license application from Corey Brydon, sole proprietor of Savor BBQ Co., Inc. for the issuance of a combination Class B Beer and Class C Wine license for the property located at 10635 N Bay Shore Dr., Un. F, adjacent to On Deck. The property is currently under lease, and the term of the lease does cover the full license year. The business will offer both on-premise dining as well as take-out service, and has the same seating available as it had under the previous restaurant owner.

Proper notice for this request has been published in the Peninsula Pulse and a CCAP search conducted. All applicable fees have been paid, and a fire inspection has been requested. Application is attached.

Fiscal Impact:

Fees collected in the amount of \$63.32

Class B Beer - \$16.66

Class C Wine - \$16.66

Publication fee - \$30.00

Respectfully Submitted,

Heidi Teich
Village Clerk

Form
AB-200Alcohol Beverage License
Application

For Municipal Use Only	
Municipality	Sister Bay
License Period	May 1 - June 30, 2025

License(s) Requested: (up to two boxes may be checked)

- ☐ Class "A" Beer \$ _____
 ☒ Class "B" Beer \$ 16.66
- ☐ "Class A" Liquor \$ _____
 ☐ "Class B" Liquor \$ _____
- ☐ "Class A" Liquor (cider only) \$ _____
 ☐ Reserve "Class B" Liquor \$ _____
- ☒ "Class C" Liquor (wine only) \$ 16.66

Fees	
License Fees	\$ <u>33.32</u>
Background Check Fee	\$ -
Publication Fee	\$ <u>30.00</u>
Total Fees	\$ <u>63.32</u>

Part A: Premises/Business Information

1. Legal Business Name (individual name if sole proprietorship)

Savor BBQ Co. Inc.

2. Business Trade Name or DBA

Savor BBQ Co.

3. FEIN

88-1688301

4. Wisconsin Seller's Permit Number

456-1031090838-04

5. Entity Type (check one)

☐ Sole Proprietor☐ Partnership☐ Limited Liability Company☒ Corporation☐ Nonprofit Organization

6. State of Organization

WI

7. Date of Organization

4/2022 4/7/2022

8. Wisconsin DFI Registration Number

S140556

9. Premises Address

10635 N. Bayshore Dr

10. City

Sister Bay

11. State

WI

12. Zip Code

54234

13. County

Door

14. Governing Municipality: ☐ City ☐ Town ☒ Village

of: Sister Bay

15. Aldermanic District

16. Premises Phone

920-365-2748

17. Premises Email

savorbbqco@gmail.com

18. Website

facebook.com/savorbbqco

19. Premises Description - Describe the building or buildings where alcohol beverages are produced, sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.

Savor BBQ restaurant 10635 N. Bayshore ^{Un.F} Sister Bay WI. Records will be kept onsite

20. Mailing Address (if different from premises address)

12265 Hwy 42

21. City

Ellison Bay

22. State

WI

23. Zip Code

54210

Part B: Questions

1. Has the business (sole proprietorship, partnership, limited liability company, or corporation) been convicted of violating federal or state laws or local ordinances? Exclude traffic offenses unless related to alcohol beverages. ☐ Yes ☒ No

If yes, list the details of violation below. Attach additional sheets if necessary.

Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	
Law/Ordinance Violated	Location	Trial Date
Penalty Imposed	Was sentence completed? ☐ Yes ☐ No	

2. Are charges for any offenses pending against the business? Exclude traffic offenses unless related to alcohol or beverages. ☐ Yes ☒ No

If yes, describe the nature and status of pending charges using the space below. Attach additional sheets as needed.

3. Is the applicant business or any of its officers, directors, members, agent, employees, owners, or other related individuals or entities a restricted investor with any interest in an alcohol beverage producer or distributor? ☐ Yes ☒ No
If yes, provide the name of the restricted investor and describe the nature of the interest.

4. Is the applicant business owned by another business entity? ☐ Yes ☒ No
If yes, provide the name(s) and FEIN(s) of the business entity owners below. Attach additional sheets as needed.

4a. Name of Business Entity	4b. Business Entity FEIN
-----------------------------	--------------------------

5. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit proof of completion. ☒ Yes ☐ No
6. Is the applicant business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor/wine? ☐ Yes ☒ No
7. Does the applicant business owe past due municipal property taxes, assessments, or other fees? ☐ Yes ☒ No

Part C: Individual Information

List the name, title, and phone number for each person or entity holding the following positions in the applicant business or businesses listed in Part B, Question 4: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all members, managers, and agent of a limited liability company. Attach additional sheets if necessary.

Include Form AB-100 for each person listed below. Corporations and LLCs must appoint an agent by including Form AB-101.

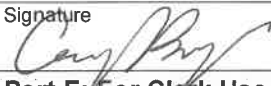
Last Name	First Name	Title	Phone
Brydon	Corey	Owner	920-365-2748

Part D: Attestation

One of the following must sign and attest to this application:

- sole proprietor • one general partner of a partnership • one corporate officer • one member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name Brydon	First Name Corey	M.I. J
Title Owner	Email savorbbglo@gmail.com	Phone 920-365-2748
Signature 	Date 3/18/25	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk RECEIVED MAR 18 2025	License Number	Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk		Date Provisional License Issued (if applicable)	

Form
AB-101Alcohol Beverage
Appointment of AgentDate
RECEIVED MAR 18 2025

Agent Type (check one)

- ☒ Original (no fee) ☐ Successor (\$10 fee for municipal licensees only)

Part A: Business Information

1. Legal Business Name (individual name if sole proprietor)

Savor BBQ Co Inc

2. Business Trade Name or DBA

Savor BBQ Co

3. Entity Type (check one)

☐ Limited Liability Company☒ Corporation☐ Nonprofit Organization

4. Alcohol Beverage Business Authorization (check one)

☒ Municipal Retail License☐ State Permit

5. If successor agent, provide State Permit or Municipal Retail License Number

6. Describe the reason for appointing a successor agent, if successor is checked above.

Part B: Agent Information

1. Last Name

Brydon

2. First Name

Corey

3. M.I.

J

4. Email

savorbbqco@gmail.com

5. Phone

920-365-2748

6. Home Address

12265 Hwy 42

7. City

Ellison Bay

8. State

WI

9. Zip Code

54210

10. Age

35

11. Drivers License/State ID Number

B635-1108-9139-03

12. Drivers License/State ID State of Issuance

WI

Part C: Agent Questions

1. Have you satisfied the responsible beverage server training requirement? ☒ Yes ☐ No
Submit proof of completion.

2. Have you completed Form AB-100, Alcohol Beverage Individual Questionnaire? ☒ Yes ☐ No
Submit a completed Form AB-100 with this form.

3. Have you been a Wisconsin resident for at least 90 continuous days? ☒ Yes ☐ No
See instructions for exceptions.

Continued →

Part D: Business Attestation

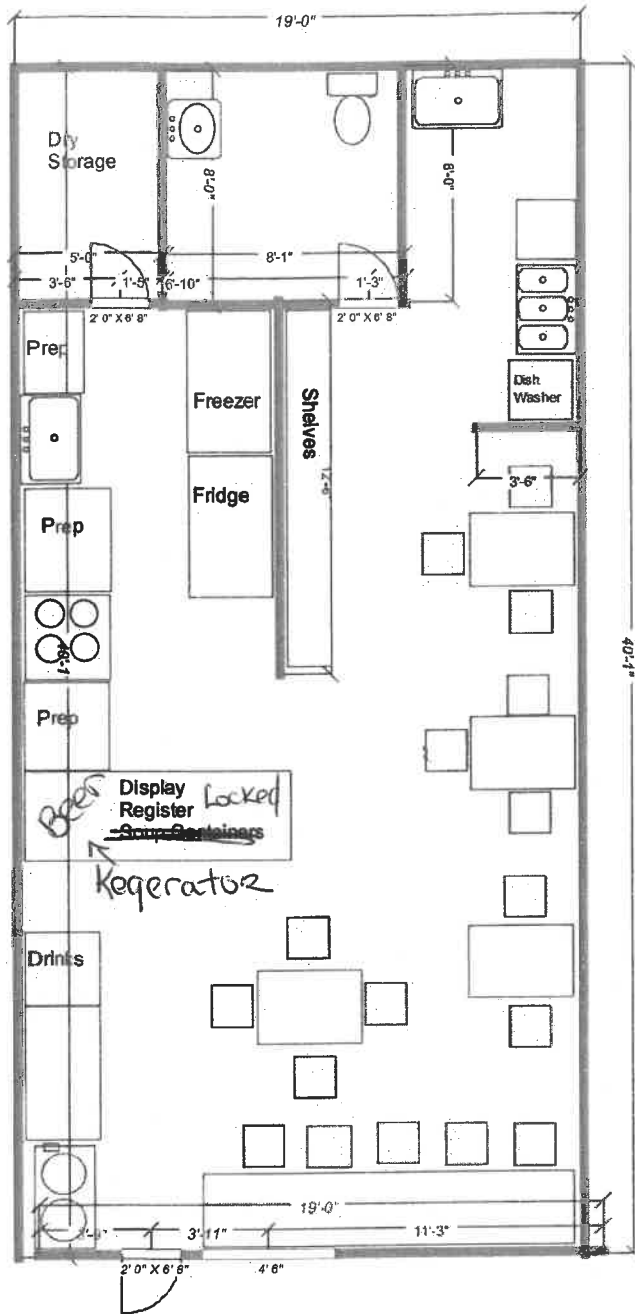
READ CAREFULLY BEFORE SIGNING: I, the **Undersigned**, authorize the above-named individual to act for the above-named corporation, nonprofit organization, or limited liability company with full authority and control of the premises and of all alcohol beverage activities on such premises. I certify that I am authorized by the above-named entity to authorize this individual to act on behalf of the entity. If I am appointing a successor agent, I rescind all previous agent appointments for this premises. Further, I understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Brydon</i>		First Name <i>Corey</i>		M.I. <i>J</i>
Title <i>Owner</i>	Email <i>Saviorbbq@gmail.com</i>		Phone <i>920.365.2748</i>	
Signature <i>Corey Brydon</i>			Date <i>2/9/2025</i>	

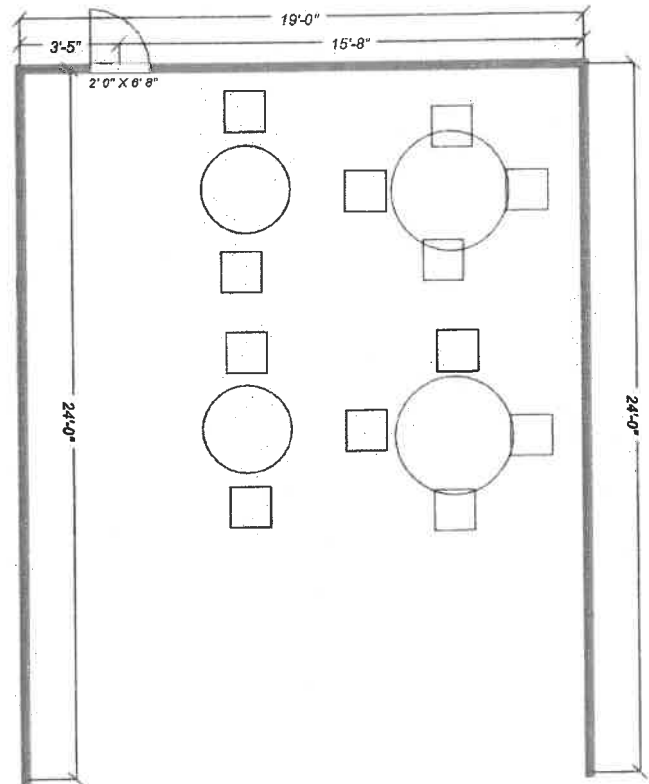
Part E: Agent Attestation

READ CAREFULLY BEFORE SIGNING: I, the **Agent**, hereby accept this appointment as agent for the above-named corporation, nonprofit organization, or limited liability company and assume full responsibility for the conduct of all alcohol beverage activities on the premises for the above-named business. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Brydon</i>		First Name <i>Corey</i>		M.I. <i>J</i>
Signature <i>Corey Brydon</i>			Date <i>2/9/2025</i>	



Indoor Layout



Outdoor Layout

AGENDA ITEM 8d

Monthly Financial Report and Appropriations



Village of Sister Bay Board Report

Meeting Date: April 15, 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	\$ 188,198.82	
Bank fees & bills paid electronically	1,642,680.42	
<i>Village Total</i>		\$ 1,830,879.24
Special Revenue Funds bills	\$ -	
Special Revenue Sales Tax	176.57	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ 176.57
Debt Service Village	\$ -	
Special Revenue	-	
Marina	-	
Utilities	-	
<i>Debt Service Total</i>		\$ -
CIP/TIF bills prepaid	\$ 191,219.72	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ 191,219.72
Water fund bills prepaid	\$ 3,758.26	
Wastewater fund bills prepaid	99,116.43	
Collection fund bills prepaid	815.94	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 103,690.63
Marina bills prepaid	\$ -	
Marina sales tax	14,794.26	
Marina credit card fees & bills paid by EFT	1,509.43	
<i>Marina Total</i>		\$ 16,303.69
Net payroll: Board PR 03/31 and 04/04PR	\$ 41,777.06	
State taxes paid online in March	3,691.09	
Retirement paid online in April	11,720.48	
<i>Payroll/taxes total</i>		\$ 57,188.63
TOTAL ALL BILLS		\$ 2,199,458.48

Respectfully submitted,

Volodymyr Gannik
Finance Director/Village Treasurer

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 03/22/2025-04/11/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10007									
10007	ACTION APPRAISERS INC	3610	2025 MAINTENANCE WORK - A	04/01/2025	2,375.00	2,375.00	04/03/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	March 2025	MONTHLY IT SUBSCRIPTIONS	03/20/2025	101.61	101.61	04/09/2025		100
14309	ELAN FINANCIAL SERVICES	March 2025	ELEC INSPEC STATE FEE	03/20/2025	81.80	81.80	04/09/2025		100
14309	ELAN FINANCIAL SERVICES	March 2025	GIS - PW	03/20/2025	69.04	69.04	04/09/2025		100
14309	ELAN FINANCIAL SERVICES	March 2025	SCREWDRIVERS	03/20/2025	75.55	75.55	04/09/2025		100
14309	ELAN FINANCIAL SERVICES	March 2025	STREET SIGNS	03/20/2025	208.45	208.45	04/09/2025		100
14309	ELAN FINANCIAL SERVICES	March 2025	POLY ROPE	03/20/2025	605.50	605.50	04/09/2025		100
14309	ELAN FINANCIAL SERVICES	March 2025	GIS - UTIL W	03/20/2025	350.00	350.00	04/09/2025		610
14309	ELAN FINANCIAL SERVICES	March 2025	WMCA - KROLL	03/20/2025	3.21	3.21	04/09/2025		610
14309	ELAN FINANCIAL SERVICES	March 2025	GIS - UTIL WW	03/20/2025	350.00	350.00	04/09/2025		620
14309	ELAN FINANCIAL SERVICES	March 2025	WMCA - KROLL	03/20/2025	5.92	5.92	04/09/2025		620
14309	ELAN FINANCIAL SERVICES	March 2025	UTIL TRAINING - OAKDALE	03/20/2025	116.35	116.35	04/09/2025		620
14309	ELAN FINANCIAL SERVICES	March 2025	WMCA - KROLL	03/20/2025	.92	.92	04/09/2025		630
14309	ELAN FINANCIAL SERVICES	March 2025	LODGICAL SUBSCRIPTION	03/20/2025	199.98	199.98	04/09/2025		690
17506									
17506	CELLCOM	580742	CELLPHONES- W	04/05/2025	91.62	91.62	04/09/2025		610
17506	CELLCOM	580742	CELLPHONES- WW	04/05/2025	168.91	168.91	04/09/2025		620
17506	CELLCOM	580742	CELLPHONES- C	04/05/2025	25.77	25.77	04/09/2025		630
20438									
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYEE AMT	04/22/2025	4,007.01	4,007.01	04/03/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYER AMT	04/22/2025	22,706.39	22,706.39	04/03/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYEE AMT	04/22/2025	152.15	152.15	04/03/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYER AMT	04/22/2025	862.17	862.17	04/03/2025		100
20451									
20451	DOOR COUNTY HIGHWAY D	202-33000069	SNOW REMOVAL	03/21/2025	9,534.81	9,534.81	03/27/2025		100
20451	DOOR COUNTY HIGHWAY D	2025-33000007	WINTER OPERATIONS- SNOWP	03/21/2025	114.61	114.61	04/03/2025		620
20457									
20457	DOOR COUNTY REGISTER	41P Easement	RECORDING FEE - EASEMENT	03/26/2025	30.00	30.00	03/27/2025		100
20468									
20468	DOOR COUNTY TOURISM Z	2075	ANNUAL REIMBURSEMENT	03/20/2025	65,227.69	65,227.69	03/27/2025		100
20486									
20486	WESLEY COLLINS	March 2025	CLOTHING ALLOWANCE - COLL	03/30/2025	91.92	91.92	04/03/2025		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0326250	PRINT PAPER CHECK TO UPDA	03/28/2025	770.36	770.36	03/28/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0326250	PRINT PAPER CHECK TO UPDA	03/28/2025	770.36	770.36	03/28/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0326250	PRINT PAPER CHECK TO UPDA	03/28/2025	180.19	180.19	03/28/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0326250	PRINT PAPER CHECK TO UPDA	03/28/2025	180.19	180.19	03/28/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0326250	PRINT PAPER CHECK TO UPDA	03/28/2025	578.98	578.98	03/28/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0329250	PRINT PAPER CHECK TO UPDA	04/02/2025	2,610.18	2,610.18	04/02/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0329250	PRINT PAPER CHECK TO UPDA	04/02/2025	2,610.18	2,610.18	04/02/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0329250	PRINT PAPER CHECK TO UPDA	04/02/2025	610.46	610.46	04/02/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0329250	PRINT PAPER CHECK TO UPDA	04/02/2025	610.46	610.46	04/02/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0329250	PRINT PAPER CHECK TO UPDA	04/02/2025	3,982.98	3,982.98	04/02/2025		100
20514									
20514	ERC INC	ERC-0425-129	EAP BENEFITS - ADMIN	04/01/2025	22.97	22.97	04/03/2025		100
20514	ERC INC	ERC-0425-129	EAP BENEFITS - CLERK	04/01/2025	11.48	11.48	04/03/2025		100
20514	ERC INC	ERC-0425-129	EAP BENEFITS - FINANCE	04/01/2025	11.48	11.48	04/03/2025		100
20514	ERC INC	ERC-0425-129	EAP BENEFITS - PARKS & STRE	04/01/2025	57.42	57.42	04/03/2025		100
20514	ERC INC	ERC-0425-129	EAP BENEFITS - WATER	04/01/2025	20.68	20.68	04/03/2025		610

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
20514	ERC INC	ERC-0425-129	EAP BENEFITS - WASTEWATER	04/01/2025	41.35	41.35	04/03/2025		620
20514	ERC INC	ERC-0425-129	EAP BENEFITS - COLLECTION	04/01/2025	6.89	6.89	04/03/2025		630
20514	ERC INC	ERC-0425-129	EAP BENEFITS - MARINA	04/01/2025	11.48	11.48	04/03/2025		690
30701									
30701	FRONTIER	090205-5 - Apri	ROLL-OVER LINE	03/25/2025	7.00	7.00	04/03/2025		100
30701	FRONTIER	April25920159	PHONES-W	03/25/2025	114.56	114.56	04/03/2025		610
30701	FRONTIER	April25920159	PHONES-WW	03/25/2025	114.55	114.55	04/03/2025		620
30750									
30750	GOING CO INC	270181	POST OFFICE TRASH	04/01/2025	64.40	64.40	04/09/2025		100
30750	GOING CO INC	270187	WWTP RUBBISH REMOVAL	04/01/2025	139.11	139.11	04/09/2025		620
30750	GOING CO INC	270279	RECYCLING - FIRE STATION	04/01/2025	56.24	56.24	04/09/2025		100
30751									
30751	GREAT-WEST TRUST COMP	PR0329250	Great West Deferred Comp. DEF	04/02/2025	185.00	185.00	04/02/2025		100
30751	GREAT-WEST TRUST COMP	PR0329250	Great West Deferred Comp. DEF	04/02/2025	100.00	100.00	04/02/2025		100
40963									
40963	INSPECTION SPECIALISTS	March 2025	BUILDING INSPECTION - MARC	03/31/2025	2,281.40	2,281.40	04/03/2025		100
41195									
41195	LAKE & POND SOLUTIONS	15308	DNR PERMIT FEE - WEED TREA	02/28/2025	195.00	195.00	03/27/2025		690
41205									
41205	WISCONSIN BUILDING SUP	3019397	HARDWARE	03/06/2025	27.99	27.99	03/27/2025		100
41205	WISCONSIN BUILDING SUP	3022667	LUMBER	03/10/2025	32.00	32.00	03/27/2025		100
41205	WISCONSIN BUILDING SUP	3035307	LUMBER AND SUPPLIES	03/18/2025	16.78	16.78	04/09/2025		100
41205	WISCONSIN BUILDING SUP	3037562	2X4'S AND SCREWS- WW	03/19/2025	33.74	33.74	03/27/2025		620
41205	WISCONSIN BUILDING SUP	3046325	CONCRETE MIX	03/25/2025	91.10	91.10	04/09/2025		100
41218									
41218	AIRGAS	5515218299	RENTAL FOR ARGON, ACETYLE	03/31/2025	60.96	60.96	04/09/2025		620
41316									
41316	MARCO INC	38820248	GENERAL COPIES	03/21/2025	177.99	177.99	03/27/2025		100
41316	MARCO INC	38820248	ZONING COPIES	03/21/2025	40.43	40.43	03/27/2025		100
41316	MARCO INC	38820248	STR COPIES	03/21/2025	74.58	74.58	03/27/2025		100
41316	MARCO INC	38820248	UTILITIES COPIES - W	03/21/2025	29.27	29.27	03/27/2025		610
41316	MARCO INC	38820248	LGUD #1 COPIES	03/21/2025	9.17	9.17	03/27/2025		610
41316	MARCO INC	38820248	UTILITIES COPIES - WW	03/21/2025	53.97	53.97	03/27/2025		620
41316	MARCO INC	38820248	LGUD #1 COPIES	03/21/2025	9.17	9.17	03/27/2025		620
41316	MARCO INC	38820248	UTILITIES COPIES - C	03/21/2025	8.23	8.23	03/27/2025		630
41316	MARCO INC	38820248	MARINA COPIES	03/21/2025	2.94	2.94	03/27/2025		690
51410									
51410	NAPA STURGEON BAY	302886	ADAPTER BEARING	03/13/2025	39.89	39.89	03/27/2025		100
51410	NAPA STURGEON BAY	302986	ADAPTER BEARINGS	03/14/2025	79.78	79.78	03/27/2025		100
61502									
61502	CHRIS OAKDALE	Oakdale Mileag	OAKDALE MILEAGE REIMBURS	03/27/2025	117.60	117.60	04/03/2025		620
61539									
61539	OFFICE DEPOT BUSINESS	414668592001	ZONING OFFICE SUPPLIES	03/21/2025	25.69	25.69	04/09/2025		100
61539	OFFICE DEPOT BUSINESS	414676133001	HP TONER	03/24/2025	71.05	71.05	04/09/2025		100
61539	OFFICE DEPOT BUSINESS	414676133001	ZONING OFFICE SUPPLIES	03/24/2025	8.49	8.49	04/09/2025		100
61539	OFFICE DEPOT BUSINESS	416140455001	ADMIN OFFICE SUPPLIES	03/25/2025	9.89	9.89	04/09/2025		100
61539	OFFICE DEPOT BUSINESS	416140946001	COPY PAPER	03/25/2025	91.98	91.98	04/09/2025		100
61539	OFFICE DEPOT BUSINESS	416140946001	ZONING OFFICE SUPPLIES	03/25/2025	7.55	7.55	04/09/2025		100
61539	OFFICE DEPOT BUSINESS	416140950001	ZONING OFFICE SUPPLIES	03/25/2025	1.87	1.87	04/09/2025		100
61630									
61630	PIGGLY WIGGLY	022053041130	PINE SOL -W	03/07/2025	6.11	6.11	04/09/2025		610
61630	PIGGLY WIGGLY	022053041130	PINE SOL -WW	03/07/2025	6.11	6.11	04/09/2025		620
61630	PIGGLY WIGGLY	022080451324	RECOGNITION LUNCH- ALL STA	03/24/2025	68.49	68.49	04/09/2025		100
71890									
71890	SCHAUT TECHNOLOGIES L	3	ANNUAL WEBSITE MAINT - MA	03/31/2025	1,000.00	1,000.00	04/03/2025		690
71891									
71891	SECURIAN FINANCIAL GRO	May 2025	LIFE INSURANCE PREMIUMS -	04/04/2025	220.63	220.63	04/09/2025		100

VILLAGE OF SISTER BAY

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
71926									
71926	SISTER BAY SEWER & WAT	63187	REIMBURSEMENT FOR DIGGE	03/31/2025	6.25	6.25	04/09/2025		100
71927									
71927	SISTER BAY/LIBERTY GRO	2nd Qtr Suppor	SUPPORT - 2ND QTR	03/31/2025	42,758.00	42,758.00	04/03/2025		100
71930									
71930	SISTER BAY/LIBERTY GRO	2nd Qtr Suppor	SUPPORT - 2ND QTR	03/31/2025	10,016.00	10,016.00	04/03/2025		100
71931									
71931	SISTER BAY PETRO	March 2025	VILLAGE GAS	03/31/2025	386.16	386.16	04/09/2025		100
71931	SISTER BAY PETRO	March 2025	UTILITY GAS - W	03/31/2025	28.91	28.91	04/09/2025		610
71931	SISTER BAY PETRO	March 2025	UTILITY GAS - WW	03/31/2025	53.29	53.29	04/09/2025		620
71931	SISTER BAY PETRO	March 2025	UTILITY GAS - C	03/31/2025	8.13	8.13	04/09/2025		630
72010									
72010	HEIDI TEICH	April 2025	ELECTIONS MILEAGE	04/03/2025	60.20	60.20	04/03/2025		100
72010	HEIDI TEICH	April 2025	ELECTIONS FOOD	04/03/2025	54.74	54.74	04/03/2025		100
80006									
80006	WI DEPT OF FINANCIAL INS	2025 Renewal	NOTARY RENEWAL FILING FEE	04/07/2025	20.00	20.00	04/09/2025		100
82350									
82350	WI PUBLIC SERVICE	0402302054Ma	ELECTRICITY - PW BUILDING C	03/28/2025	409.85	409.85	04/03/2025		100
82350	WI PUBLIC SERVICE	0402302054Ma	ELECTRICITY - INFO BOOTH	03/28/2025	89.65	89.65	04/03/2025		100
82350	WI PUBLIC SERVICE	0402302054Ma	ELECTRICITY - WATER	03/28/2025	1,601.71	1,601.71	04/03/2025		610
82350	WI PUBLIC SERVICE	0402302054Ma	ELECTRICITY - WASTEWATER	03/28/2025	5,301.15	5,301.15	04/03/2025		620
82350	WI PUBLIC SERVICE	0402302054Ma	ELECTRICITY - COLLECTION	03/28/2025	606.74	606.74	04/03/2025		630
82350	WI PUBLIC SERVICE	5417154371	STREET LIGHTS	03/26/2025	1,432.31	1,432.31	04/03/2025		100
82350	WI PUBLIC SERVICE	5425752453	MAINTENANCE BLDG	04/02/2025	226.89	226.89	04/09/2025		100
82350	WI PUBLIC SERVICE	5425752453	FUTURE FACILITIES SITE	04/02/2025	17.60	17.60	04/09/2025		100
82350	WI PUBLIC SERVICE	5425752453	VILLAGE HALL	04/02/2025	193.84	193.84	04/09/2025		100
82350	WI PUBLIC SERVICE	5425752453	ADMIN BLDG	04/02/2025	600.28	600.28	04/09/2025		100
82350	WI PUBLIC SERVICE	5425752453	STREET LIGHTS	04/02/2025	287.00	287.00	04/09/2025		100
82350	WI PUBLIC SERVICE	5425752453	PARKS	04/02/2025	92.73	92.73	04/09/2025		100
82350	WI PUBLIC SERVICE	5425752453	SPORTS COMPLEX	04/02/2025	688.10	688.10	04/09/2025		100
82350	WI PUBLIC SERVICE	5425752453	BIKE TRAIL LIGHTS	04/02/2025	94.75	94.75	04/09/2025		100
82350	WI PUBLIC SERVICE	5425752453	SWALE PUMP	04/02/2025	47.25	47.25	04/09/2025		100
82350	WI PUBLIC SERVICE	5425752453	DOCKS	04/02/2025	2,042.31	2,042.31	04/09/2025		690
82350	WI PUBLIC SERVICE	5425752453	BOATHOUSE	04/02/2025	21.58	21.58	04/09/2025		690
82350	WI PUBLIC SERVICE	March2504071	WELL #3 - SISTER BAY	03/14/2025	384.38	384.38	03/27/2025		610
82350	WI PUBLIC SERVICE	March2504071	WELL #3 - LGUD	03/14/2025	128.13	128.13	03/27/2025		610
99998									
99998	ONE TIME VENDOR	2025 Renewal	NOTARY BOND RENEWAL - TEI	04/07/2025	30.00	30.00	04/09/2025		100
99999									
99999	ONE TIME VENDOR	DOEMEL REF	REFUND MARINA WL DEPOSIT	03/25/2025	200.00	200.00	03/27/2025		690
99999	ONE TIME VENDOR	Woerfel Refund	REFUND MARINA WL DEPOSIT	03/25/2025	200.00	200.00	03/27/2025		690
100091									
10009	BADGER METER INC	80191762	ORION CELLULAR UNITS-W	03/28/2025	11.23	11.23	04/03/2025		610
10009	BADGER METER INC	80191762	ORION CELLULAR UNITS-LGUD	03/28/2025	16.20	16.20	04/03/2025		610
10009	BADGER METER INC	80191762	ORION CELLULAR UNITS-WW	03/28/2025	20.71	20.71	04/03/2025		620
10009	BADGER METER INC	80191762	ORION CELLULAR UNITS-C	03/28/2025	3.16	3.16	04/03/2025		630
100411									
10041	FERRELLGAS	1129887617	LIBRARY PROPANE	03/01/2025	966.97	966.97	04/09/2025		100
10041	FERRELLGAS	1129998690	PROPANE FIRE STATION	03/12/2025	1,912.93	1,912.93	04/09/2025		100
10041	FERRELLGAS	1130059509	PROPANE MAINTENANCE BLD	03/18/2025	747.62	747.62	04/09/2025		100
10041	FERRELLGAS	1130122121	WWTP PROPANE	03/24/2025	1,726.67	1,726.67	04/09/2025		620
10041	FERRELLGAS	1130163251	LIBRARY PROPANE	03/26/2025	751.84	751.84	04/09/2025		100
10041	FERRELLGAS	FC-17428458	LATE CHARGES	03/23/2025	3.31	3.31	04/09/2025		100
101006									
10100	STURGEON BAY UTILITIES	15131	SLUDGE PROCESSING	03/24/2025	1,404.00	1,404.00	04/03/2025		620
10100	STURGEON BAY UTILITIES	15138	SLUDGE PROCESSING	03/31/2025	936.00	936.00	04/03/2025		620

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
101056									
10105	USA BLUEBOOK	INV00647926	CHLORINE FEED SYSTEM FITTI	03/11/2025	279.80	279.80	03/27/2025		610
10105	USA BLUEBOOK	INV00647926	SHIPPING FOR CHEMICAL FEE	03/11/2025	17.13	17.13	03/27/2025		610
10105	USA BLUEBOOK	INV00651817	CHLORINE FEED FITTINGS-WE	03/14/2025	232.28	232.28	03/27/2025		610
10105	USA BLUEBOOK	SCN312425	CREDIT FOR RETURNED FITTI	03/19/2025	279.80-	279.80-	03/27/2025		610
101207									
10120	DOOR COUNTY HARDWAR	101760-March	GENERAL SUPPLIES	03/31/2025	8.59	8.59	04/09/2025		100
10120	DOOR COUNTY HARDWAR	101760-March	VH REPAIRS	03/31/2025	57.98	57.98	04/09/2025		100
10120	DOOR COUNTY HARDWAR	101760-March	POST OFFICE REPAIRS	03/31/2025	142.79	142.79	04/09/2025		100
10120	DOOR COUNTY HARDWAR	101760-March	DPW GENERAL SUPPLIES	03/31/2025	13.01	13.01	04/09/2025		100
10120	DOOR COUNTY HARDWAR	101760-March	DPW SHOP SUPPLIES	03/31/2025	2.99	2.99	04/09/2025		100
10120	DOOR COUNTY HARDWAR	101760-March	PARKS MAINT	03/31/2025	27.99	27.99	04/09/2025		100
10120	DOOR COUNTY HARDWAR	101760-March	GROUPS MAINT	03/31/2025	109.08	109.08	04/09/2025		100
10120	DOOR COUNTY HARDWAR	101760-March	SPORTS COMPLEX TOOLS	03/31/2025	2.26	2.26	04/09/2025		100
10120	DOOR COUNTY HARDWAR	101760-March	SPORTS COMPLEX SUPPLIES	03/31/2025	1.14	1.14	04/09/2025		100
10120	DOOR COUNTY HARDWAR	101760-March	UTIL SHOP SUPPLIES	03/31/2025	28.99	28.99	04/09/2025		610
10120	DOOR COUNTY HARDWAR	101760-March	UTIL SHOP HEATER	03/31/2025	33.99	33.99	04/09/2025		630
10120	DOOR COUNTY HARDWAR	502215- 3/31/2	11417 - PRIMER/CMNT PRPL 2 P	03/31/2025	11.99	11.99	04/03/2025		610
10120	DOOR COUNTY HARDWAR	502215- 3/31/2	11679 - CLAMP	03/31/2025	10.77	10.77	04/03/2025		620
10120	DOOR COUNTY HARDWAR	502215- 3/31/2	11233 - LEADER HOSE	03/31/2025	18.99	18.99	04/03/2025		620
10120	DOOR COUNTY HARDWAR	502215- 3/31/2	11865 - HOSE AND NOZZLE	03/31/2025	28.98	28.98	04/03/2025		620
10120	DOOR COUNTY HARDWAR	502215- 3/31/2	11247- WASHER HOSE AND NI	03/31/2025	26.97	26.97	04/03/2025		620
10120	DOOR COUNTY HARDWAR	502215- 3/31/2	11433 - CABLE TIE AND EXT CO	03/31/2025	50.17	50.17	04/03/2025		620
10120	DOOR COUNTY HARDWAR	502215- 3/31/2	11951 - PINK MELT	03/31/2025	63.96	63.96	04/03/2025		630
101216									
10121	HYDROCORP	CI-05553	COMMERCIAL CROSS CONNEC	03/31/2025	444.79	444.79	04/09/2025		610
10121	HYDROCORP	CI-05553	COMMERCIAL CROSS CONNEC	03/31/2025	11.21	11.21	04/09/2025		610
1001163									
10011	PLANET TECHNOLOGIES IN	1011562	ANNUAL MICROSOFT LICENSE	03/22/2025	99.00	99.00	03/27/2025		100
1001199									
10011	SPECTRUM ENTERPRISE	104064501040	ADMIN INTERNET	04/01/2025	160.00	160.00	04/09/2025		100
10011	SPECTRUM ENTERPRISE	171222601032	PARKS BLDG INTERNET	03/21/2025	150.00	150.00	04/03/2025		100
10011	SPECTRUM ENTERPRISE	171227201032	VILLAGE HALL PHONE	03/21/2025	40.01	40.01	04/03/2025		100
10011	SPECTRUM ENTERPRISE	171227201032	VILLAGE HALL INTERNET	03/21/2025	139.99	139.99	04/03/2025		100
10011	SPECTRUM ENTERPRISE	171227501032	INTERNET - MARINA	03/21/2025	319.96	319.96	04/09/2025		690
10011	SPECTRUM ENTERPRISE	171227501032	CABLE TV - MARINA	03/21/2025	81.99	81.99	04/09/2025		690
1001209									
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	CLOTHING-CHRIS OAKDALE	03/18/2025	39.07	39.07	03/27/2025		610
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	COVERALLS	03/18/2025	11.18	11.18	03/27/2025		610
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	BOOTS-CHRIS OAKDALE	03/18/2025	15.68	15.68	03/27/2025		610
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	BOOTS-MEGAN BARNES	03/18/2025	44.80	44.80	03/27/2025		610
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	PRESSURE GAUGES	03/18/2025	51.96	51.96	03/27/2025		610
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	CLOTHING-CHRIS OAKDALE	03/18/2025	72.03	72.03	03/27/2025		620
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	BOOTS-MEGAN BARNES	03/18/2025	82.59	82.59	03/27/2025		620
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	COVERALLS	03/18/2025	20.62	20.62	03/27/2025		620
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	BOOTS-CHRIS OAKDALE	03/18/2025	28.90	28.90	03/27/2025		620
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	BOOTS-MEGAN BARNES	03/18/2025	12.60	12.60	03/27/2025		630
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	COVERALLS	03/18/2025	3.15	3.15	03/27/2025		630
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	CLOTHING-CHRIS OAKDALE	03/18/2025	10.99	10.99	03/27/2025		630
10012	AMAZON CAPITAL SERVICE	14W4-7HLV-M	BOOTS-CHRIS OAKDALE	03/18/2025	4.41	4.41	03/27/2025		630
10012	AMAZON CAPITAL SERVICE	19Y6-1NCM-Q	FOLDING HAND SAW	03/27/2025	93.62	93.62	03/27/2025		100
10012	AMAZON CAPITAL SERVICE	19Y6-1NCM-Q	DIG OUT TOOL - BB FIELD	03/27/2025	9.99	9.99	03/27/2025		100
10012	AMAZON CAPITAL SERVICE	1C67-FXJY-TQ	BASEBALL FIELD BASES	03/28/2025	149.95	149.95	04/03/2025		100
10012	AMAZON CAPITAL SERVICE	1F9W-FYWC-J	HERBICIDE	03/21/2025	125.77	125.77	03/27/2025		100
10012	AMAZON CAPITAL SERVICE	1LKX-L9G9-4F	BATTERIES	04/02/2025	11.18	11.18	04/03/2025		100
10012	AMAZON CAPITAL SERVICE	1LKX-L9G9-4F	ZONING OFFICE SUPPLIES	04/02/2025	17.98	17.98	04/03/2025		100
10012	AMAZON CAPITAL SERVICE	1LKX-L9G9-4F	MARINA TONER	04/02/2025	122.22	122.22	04/03/2025		690

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10012	AMAZON CAPITAL SERVICE	1VL3-Y616-GN	CREDIT INV 1P36-XF6N-4HP4	03/24/2025	30.00-	30.00-	03/27/2025		100
1001221									
10012	USDA Rural Development	2025PRINCIPA	LOAN 62-WWTP PRINCIPAL 92-	03/24/2025	80,748.40	80,748.40	03/27/2025		620
10012	USDA Rural Development	2025PRINCIPA	LOAN 62-WWTP PRINCIPAL 92-	03/24/2025	7,021.60	7,021.60	03/27/2025		620
1001233									
10012	NEXTIVA INC	40004480215	PHONE - VH	03/31/2025	63.24	63.24	04/03/2025		100
10012	NEXTIVA INC	40004480215	PHONE - ADMIN	03/31/2025	162.63	162.63	04/03/2025		100
10012	NEXTIVA INC	40004480215	PHONE - SPORTS COMPLEX	03/31/2025	31.62	31.62	04/03/2025		100
10012	NEXTIVA INC	40004480215	PHONE - WW PLANT	03/31/2025	130.99	130.99	04/03/2025		620
10012	NEXTIVA INC	40004480215	PHONE - MARINA	03/31/2025	63.24	63.24	04/03/2025		690
1001242									
10012	ZUCCHETTI NORTH AMERI	31608	LODGICAL SUBSCRIPTION - MA	04/01/2025	194.00	194.00	04/03/2025		690
1001288									
10012	WI SCTF	CS 04042025	CHILD SUPPORT - 04/04/25 PAY	04/02/2025	262.61	262.61	04/03/2025		100
1001304									
10013	FIRST UNUM LIFE INSURAN	April 2025	LTD INSURANCE	03/22/2025	341.63	341.63	03/27/2025		100
1001305									
10013	TOWN WEB DESIGN LLC	8768	WEBSITE HOSTING AND DESIG	03/01/2025	4,385.00	4,385.00	03/27/2025		400
1001335									
10013	HUMAN RESOURCES CON	17107	BENEFITS CONSULTING	03/31/2025	262.50	262.50	04/03/2025		100
1001339									
10013	Summerset Marine Corporatio	11433 Beach L	REFUND OF ZONING PERMIT A	03/31/2025	500.00	500.00	04/03/2025		100
1001343									
10013	ALLIANCE CONSTRUCTION	4381	DPW BULDING - DRAW 6	04/04/2025	186,834.72	186,834.72	04/09/2025		400
1001344									
10013	DOOR COUNTY CLERK OF	23FA62-04042	04/04/25 PAYROLL WITHHOLDIN	04/02/2025	25.00	25.00	04/03/2025		100
1001349									
10013	TIMECLOCK PLUS LLC	INV00411939	TIMEKEEPING SOFTWARE - AD	04/08/2025	168.75	168.75	04/09/2025		100
10013	TIMECLOCK PLUS LLC	INV00411939	TIMEKEEPING SOFTWARE - DP	04/08/2025	236.25	236.25	04/09/2025		100
10013	TIMECLOCK PLUS LLC	INV00411939	TIMEKEEPING SOFTWARE - UTI	04/08/2025	54.00	54.00	04/09/2025		610
10013	TIMECLOCK PLUS LLC	INV00411939	TIMEKEEPING SOFTWARE - UTI	04/08/2025	101.25	101.25	04/09/2025		620
10013	TIMECLOCK PLUS LLC	INV00411939	TIMEKEEPING SOFTWARE - CO	04/08/2025	27.00	27.00	04/09/2025		630
10013	TIMECLOCK PLUS LLC	INV00411939	TIMEKEEPING SOFTWARE - MA	04/08/2025	87.75	87.75	04/09/2025		690

Grand Totals:

487,851.62 487,851.62

Dated: _____ April 10, _____

Staff: _____ Finance Director/Treasurer _____



Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 03/22/2025-04/11/2025

Report Criteria:

Summary report type printed

Invoice Detail.Input Date = 03/22/2025-04/11/2025

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
20451								
20451	DOOR COU	202-33000069	SNOW REMOVAL	03/21/2025	9,534.81	9,534.81	51746	03/27/2025
20457								
20457	DOOR COU	41P Easement Rele	RECORDING FEE - EASEMENT RELEA	03/26/2025	30.00	30.00	51747	03/27/2025
20468								
20468	DOOR COU	2075	ANNUAL REIMBURSEMENT	03/20/2025	65,227.69	65,227.69	51748	03/27/2025
41195								
41195	LAKE & PON	15308	DNR PERMIT FEE - WEED TREATMEN	02/28/2025	195.00	195.00	51750	03/27/2025
41205								
41205	WISCONSIN	3019397	HARDWARE	03/06/2025	27.99	27.99	51760	03/27/2025
		3022667	LUMBER	03/10/2025	32.00	32.00	51760	03/27/2025
		3037562	2X4'S AND SCREWS- WW	03/19/2025	33.74	33.74	51760	03/27/2025
41316								
41316	MARCO INC	38820248	GENERAL COPIES	03/21/2025	405.75	405.75	51751	03/27/2025
51410								
51410	NAPA STUR	302886	ADAPTER BEARING	03/13/2025	39.89	39.89	51752	03/27/2025
		302986	ADAPTER BEARINGS	03/14/2025	79.78	79.78	51752	03/27/2025
82350								
82350	WI PUBLIC S	March25040716588	WELL #3 - SISTER BAY	03/14/2025	512.51	512.51	51759	03/27/2025
99999								
99999	ONE TIME V	DOEMEL REFUND	REFUND MARINA WL DEPOSIT	03/25/2025	200.00	200.00	51754	03/27/2025
		Woerfel Refund - M	REFUND MARINA WL DEPOSIT	03/25/2025	200.00	200.00	51753	03/27/2025
101056								
101056	USA BLUEB	INV00647926	CHLORINE FEED SYSTEM FITTINGS-	03/11/2025	296.93	296.93	51757	03/27/2025
		INV00651817	CHLORINE FEED FITTINGS-WELL 3	03/14/2025	232.28	232.28	51757	03/27/2025
		SCN312425	CREDIT FOR RETURNED FITTINGS	03/19/2025	279.80-	279.80-	51757	03/27/2025
1001163								
1001163	PLANET TE	I011562	ANNUAL MICROSOFT LICENSES - ZO	03/22/2025	99.00	99.00	51755	03/27/2025
1001209								
1001209	AMAZON CA	14W4-7HLV-MRLC	CLOTHING-CHRIS OAKDALE	03/18/2025	397.98	397.98	51745	03/27/2025
		19Y6-1NCM-Q7VP	FOLDING HAND SAW	03/27/2025	103.61	103.61	51745	03/27/2025
		1F9W-FYWC-J4YR	HERBICIDE	03/21/2025	125.77	125.77	51745	03/27/2025
		1VL3-Y616-GNHM	CREDIT INV 1P36-XF6N-4HP4	03/24/2025	30.00-	30.00-	51745	03/27/2025
1001221								
1001221	USDA Rural	2025PRINCIPAL	LOAN 62-WWTP PRINCIPAL 92-01	03/24/2025	87,770.00	87,770.00	51758	03/27/2025
1001304								
1001304	FIRST UNU	April 2025	LTD INSURANCE	03/22/2025	341.63	341.63	51749	03/27/2025
1001305								
1001305	TOWN WEB	8768	WEBSITE HOSTING AND DESIGN	03/01/2025	4,385.00	4,385.00	51756	03/27/2025
20512								
20512	EFTPS - ON	PR0326250	PRINT PAPER CHECK TO UPDATE GL	03/28/2025	2,480.08	2,480.08	3312022	03/28/2025
20512								
		PR0329250	PRINT PAPER CHECK TO UPDATE GL	04/02/2025	10,424.26	10,424.26	4042025	04/02/2025
30751								
30751	GREAT-WES	PR0329250	Great West Deferred Comp. DEFERRE	04/02/2025	285.00	285.00	4042026	04/02/2025
10007								
10007	ACTION APP	3610	2025 MAINTENANCE WORK - APRIL	04/01/2025	2,375.00	2,375.00	51761	04/03/2025
20438								
20438	DEPT OF EM	1253000202505	HEALTH INS. - EMPLOYEE AMT	04/22/2025	27,727.72	27,727.72	262	04/03/2025
20451								
20451	DOOR COU	2025-33000073	WINTER OPERATIONS- SNOWPLOWI	03/21/2025	114.61	114.61	51767	04/03/2025
20486								
20486	WESLEY CO	March 2025	CLOTHING ALLOWANCE - COLLINS	03/30/2025	91.92	91.92	51780	04/03/2025

VILLAGE OF SISTER BAY

Paid Invoice Report - Village
Invoice dates: 1/1/1753 - 12/31/9999

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Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
20514								
20514	ERC INC	ERC-0425-1295	EAP BENEFITS - ADMIN	04/01/2025	183.75	183.75	51768	04/03/2025
30701								
30701	FRONTIER	090205-5 - April 202	ROLL-OVER LINE	03/25/2025	7.00	7.00	51769	04/03/2025
		April259201590014	PHONES-W	03/25/2025	229.11	229.11	51770	04/03/2025
40963								
40963	INSPECTIO	March 2025	BUILDING INSPECTION - MARCH	03/31/2025	2,281.40	2,281.40	51773	04/03/2025
61502								
61502	CHRIS OAK	Oakdale Mileage Re	OAKDALE MILEAGE REIMBURSEMENT	03/27/2025	117.60	117.60	51764	04/03/2025
71890								
71890	SCHAUT TE	3	ANNUAL WEBSITE MAINT - MARINA	03/31/2025	1,000.00	1,000.00	51774	04/03/2025
71927								
71927	SISTER BAY/	2nd Qtr Support - 20	SUPPORT - 2ND QTR	03/31/2025	42,758.00	42,758.00	51775	04/03/2025
71930								
71930	SISTER BAY/	2nd Qtr Support - 20	SUPPORT - 2ND QTR	03/31/2025	10,016.00	10,016.00	51776	04/03/2025
72010								
72010	HEIDI TEICH	April 2025	ELECTIONS FOOD	04/03/2025	114.94	114.94	51771	04/03/2025
82350								
82350	WI PUBLIC S	0402302054March2	ELECTRICITY - WATER	03/28/2025	8,009.10	8,009.10	51781	04/03/2025
		5417154371	STREET LIGHTS	03/26/2025	1,432.31	1,432.31	51781	04/03/2025
100091								
100091	BADGER ME	80191762	ORION CELLULAR UNITS-W	03/28/2025	51.30	51.30	51763	04/03/2025
101006								
101006	STURGEON	15131	SLUDGE PROCESSING	03/24/2025	1,404.00	1,404.00	51778	04/03/2025
		15138	SLUDGE PROCESSING	03/31/2025	936.00	936.00	51778	04/03/2025
101207								
101207	DOOR COU	502215- 3/31/2025	11951 - PINK MELT	03/31/2025	211.83	211.83	51766	04/03/2025
1001199								
1001199	SPECTRUM	171222601032125	PARKS BLDG INTERNET	03/21/2025	150.00	150.00	51777	04/03/2025
		171227201032125	VILLAGE HALL INTERNET	03/21/2025	180.00	180.00	51777	04/03/2025
1001209								
1001209	AMAZON CA	1C67-FXJY-TQ3J	BASEBALL FIELD BASES	03/28/2025	149.95	149.95	51762	04/03/2025
		1LKX-L9G9-4FV1	MARINA TONER	04/02/2025	151.38	151.38	51762	04/03/2025
1001233								
1001233	NEXTIVA IN	40004480215	PHONE - VH	03/31/2025	451.72	451.72	260	04/03/2025
1001242								
1001242	ZUCCHETTI	31608	LOGICAL SUBSCRIPTION - MARINA	04/01/2025	194.00	194.00	261	04/03/2025
1001288								
1001288	WI SCTF	CS 04042025	CHILD SUPPORT - 04/04/25 PAYROLL	04/02/2025	262.61	262.61	51782	04/03/2025
1001335								
1001335	HUMAN RES	17107	BENEFITS CONSULTING	03/31/2025	262.50	262.50	51772	04/03/2025
1001339								
1001339	Summerset	11433 Beach Ln Ref	REFUND OF ZONING PERMIT APPLIC	03/31/2025	500.00	500.00	51779	04/03/2025
1001344								
1001344	DOOR COU	23FA62-04042025	04/04/25 PAYROLL WITHHOLDING	04/02/2025	25.00	25.00	51765	04/03/2025
14309								
14309	ELAN FINAN	March 2025	MONTHLY IT SUBSCRIPTIONS	03/20/2025	2,168.33	2,168.33	51787	04/09/2025
17506								
17506	CELLCOM	580742	CELLPHONES- W	04/05/2025	286.30	286.30	51785	04/09/2025
30750								
30750	GOING CO I	270181	POST OFFICE TRASH	04/01/2025	64.40	64.40	51789	04/09/2025
		270187	WWTP RUBBISH REMOVAL	04/01/2025	139.11	139.11	51789	04/09/2025
		270279	RECYCLING - FIRE STATION	04/01/2025	56.24	56.24	51789	04/09/2025
41205								
41205	WISCONSIN	3035307	LUMBER AND SUPPLIES	03/18/2025	16.78	16.78	51801	04/09/2025
		3046325	CONCRETE MIX	03/25/2025	91.10	91.10	51801	04/09/2025

VILLAGE OF SISTER BAY

Paid Invoice Report - Village
Invoice dates: 1/1/1753 - 12/31/9999Page: 3
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Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
41218								
41218	AIRGAS	5515218299	RENTAL FOR ARGON, ACETYLENE AN	03/31/2025	60.96	60.96	51783	04/09/2025
61539								
61539	OFFICE DEP	414668592001	ZONING OFFICE SUPPLIES	03/21/2025	25.69	25.69	51791	04/09/2025
		414676133001	HP TONER	03/24/2025	79.54	79.54	51791	04/09/2025
		416140455001	ADMIN OFFICE SUPPLIES	03/25/2025	9.89	9.89	51791	04/09/2025
		416140946001	COPY PAPER	03/25/2025	99.53	99.53	51791	04/09/2025
		416140950001	ZONING OFFICE SUPPLIES	03/25/2025	1.87	1.87	51791	04/09/2025
61630								
61630	PIGGLY WIG	022053041130	PINE SOL -W	03/07/2025	12.22	12.22	51793	04/09/2025
		022080451324	RECOGNITION LUNCH- ALL STAFF	03/24/2025	68.49	68.49	51793	04/09/2025
71891								
71891	SECURIAN F	May 2025	LIFE INSURANCE PREMIUMS - MAY	04/04/2025	220.63	220.63	51794	04/09/2025
71926								
71926	SISTER BAY	63187	REIMBURSEMENT FOR DIGGERS HO	03/31/2025	6.25	6.25	51796	04/09/2025
71931								
71931	SISTER BAY	March 2025	VILLAGE GAS	03/31/2025	476.49	476.49	51795	04/09/2025
80006								
80006	WI DEPT OF	2025 Renewal - Teic	NOTARY RENEWAL FILING FEE	04/07/2025	20.00	20.00	51799	04/09/2025
82350								
82350	WI PUBLIC S	5425752453	STREET LIGHTS	04/02/2025	4,312.33	4,312.33	51800	04/09/2025
99998								
99998	ONE TIME V	2025 Renewal - Teic	NOTARY BOND RENEWAL - TEICH	04/07/2025	30.00	30.00	51792	04/09/2025
100411								
100411	FERRELLGA	1129887617	LIBRARY PROPANE	03/01/2025	966.97	966.97	51788	04/09/2025
		1129998690	PROPANE FIRE STATION	03/12/2025	1,912.93	1,912.93	51788	04/09/2025
		1130059509	PROPANE MAINTENANCE BLDG	03/18/2025	747.62	747.62	51788	04/09/2025
		1130122121	WWTP PROPANE	03/24/2025	1,726.67	1,726.67	51788	04/09/2025
		1130163251	LIBRARY PROPANE	03/26/2025	751.84	751.84	51788	04/09/2025
		FC-17428458	LATE CHARGES	03/23/2025	3.31	3.31	51788	04/09/2025
101207								
101207	DOOR COU	101760-March 2025	GENERAL SUPPLIES	03/31/2025	428.81	428.81	51786	04/09/2025
101216								
101216	HYDROCOR	CI-05553	COMMERCIAL CROSS CONNECTION I	03/31/2025	456.00	456.00	51790	04/09/2025
1001199								
1001199	SPECTRUM	104064501040125	ADMIN INTERNET	04/01/2025	160.00	160.00	51797	04/09/2025
		171227501032125	CABLE TV - MARINA	03/21/2025	401.95	401.95	51797	04/09/2025
1001343								
1001343	ALLIANCE C	4381	DPW BULDING - DRAW 6	04/04/2025	186,834.72	186,834.72	51784	04/09/2025
1001349								
1001349	TIMECLOCK	INV00411939	TIMEKEEPING SOFTWARE - ADMIN	04/08/2025	675.00	675.00	51798	04/09/2025
Grand Totals:					487,851.62	487,851.62		

Report Criteria:

Summary report type printed
Invoice Detail.Input Date = 03/22/2025-04/11/2025

Dated: ___April 10, 2025___

Staff: ___Finance Director/Treasurer___

Volodymyr GAWAIK

AGENDA ITEM 9

Staff Reports



PARKS & STREETS DIRECTOR'S REPORT

Date: April 3, 2024

Board/Committee: Parks, Property & Streets Committee

Re: Monthly Report

Author: Erik Linczmaier, Director

1. Staff completed their inside work for this winter. Completing the restoration of 36 nautical trash can holders, three memorial benches, restoring a Boss V snow plow, prepped and painted 20 picnic table replacement boards, repainted all the white benches found at the Village Hall and Sport Complex, repainted Post Office parking lot bumpers, repainted the inside of Waterfront bathrooms, repaired damage to changing booths and also repainted them, fabricated a shortened snow shoot for the trackless snow blower, repainted the wood on both utility beds for the golf carts and rented a carpet cleaner for the fire station large conference room.
2. Staff has removed all Christmas decorations from the field and have made all repairs to damaged displays.
3. Staff helped the assistant Marina Manager in removing the ice eaters.
4. Staff fixed the plexiglass and steel cage on the back side of the Post Office.
5. NCLED completed the lighting upgrade to the Post Office. The Postmaster and the staff are pleased with the upgrades.
6. The 1000-gal propane tank located behind the Post Office will have to be decommissioned (due to its service line running under a roadway and proximity to other utilities). Ferrellgas will be installing two new 120-gal tanks on the back side of the building where the current dumpster is sitting. The dumpster will be moved close to where the old 1000-gal propane tank location was.
7. Update on the driveway access in front of Marina View Condos: JF Construction won the bid to perform the work. They have not provided me with a start date. I did express that the Village would like this work to be done before May.
8. Update on the swim dock: After receiving unclear answers from the associate that filled out the DNR permit, I reached out to the DNR directly. They informed me that the permit had been approved but still had to go through the 30-day public notice period. That public notice started on March 24th and will end April 22.
9. I took part in a two-day FEMA training course on Event Security. I'm looking forward to working with SBAA, Door County Sheriff's Department and Sister Bays Frie Chief on updating our event security plan.
10. Sister Bay Volunteer Day, trash pick-up along roadways: Possible starting locations Fire Station, SBAA office locations, former brick parking lot in Waterfront Park, Gateway Park. Streets to focus on: Mill Rd triangle (west side of Mill Rd, Parkview Dr, Parkview LN, west side of Maple Dr, Bluffside Ln), east side of Maple Dr, Woodcrest Rd, Sunset Dr, South Spring Rd, east side of Mill Rd, and Claflin Ln. Currently my department could supply 10 trash pickers to assist with having to bend over to pick trash up. The Department could also supply around 40 5-gal buckets. The Department does not currently have any extra safety vests for this event.

ADMINISTRATOR'S REPORT

April 2025

- **Volunteer Day Update** – I spoke with Erik and due to Easter, the weekend day that works is April 26, from 8-Noon. Erik has identified areas that need litter picked up. Depending on the number of volunteers that arrive, he will assign other roads or areas.
- **57 Trail Update** – The request for engineering services, and request for construction services, has been sent out to the 352 firms on the approved DOT contractor list. Responses are due April 11. The engineering contract is between the village and the firm since that portion of the project we pay ourselves. The construction services contract is however paid by the DOT, so they have to approve our selection and contract.

The engineering 'bid' is to be based on qualifications, but we can look at cost (since we're paying for their service), but the proposal for the construction services has to be based on quality only and cannot take into consideration costs – the bidder can't even submit their cost estimate at time of submission (per the Brooks Act we cannot look at price on that contract).

Once we have the submissions, staff will bring them back to the committee.

- **'Triangle' Project** – Robert E Lee has notified us soil borings will begin this week, with surveying starting next week. All property owners along the project route have been notified of the surveying work that is scheduled.
- **Village Hall Additions/Renovations** – McMahon is finalizing their design of the additions and renovations. The plan is needed for the CDBG grant application. Because we do not have engineered drawings, and our debt ratio is not that high, BayLake does not know if we will be successful in that application, but we will still submit the application. Also, having drawings, and an estimated cost of construction, we will be able to plan for the future of the renovation work. I did find out the total amount allocated for this round of CDBG is just \$10 million, further complicating our chances of success.
- **Ice Rink Agreement** – At last month's meeting staff was to work on an operating agreement between the village and the Friends of the Ice Rink. Staff reviewed the draft agreement submitted by Myles and had concerns about formatting and content, so before staff can review it with Myles, it was referred to the village attorney to format

an agreement and address any inconsistencies or concerns. Once a draft is available, we will have a version we can then meet with Myles to discuss before bringing it back to the committee and ultimately the Board.

Also, the Friends Group would like to begin construction on the new ice rink as early as May, maybe July. I was working with them on an RFP, but to date that has not been finalized (I'm waiting for information from them).

- **Climate Coalition** – Last month we discussed Jeff Lutsey from the Climate Coalition joining us for our meeting. That invitation was not made and therefore not added to the agenda.

AGENDA ITEM 10

Committee Reports

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

<https://storage.googleapis.com/juniper-media-library/57/2025/04/April%20Committee%20Reports.pdf>

AGENDA ITEM 11

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

AGENDA ITEM 12

Executive Session:

- a. Move 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: Broadband Contract
- b. Motion to Reconvene into Open Session
- c. Motion for Action, if Appropriate

AGENDA ITEM 13

Adjourn