



VILLAGE BOARD MEETING
TUESDAY, MAY 20, 2025 – 6:00 PM

Sister Bay Liberty Grove Fire Station – 2258 Mill Road

To access the meeting electronically, click:

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

Meeting ID: 443 990 1723 Passcode: 304078

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

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

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

AGENDA

- 1. Call to Order (Zoom Participants Mute Devices)
- 2. Roll Call
- 3. Approve Agenda
- 4. Approve Meeting Minutes: April 29, 2025
- 5. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
- 6. Proclamations
 - a) Historical Society; 30 Year Anniversary
 - b) June is Pride Month
- 7. Ordinances & Resolutions
 - a) Res. 2025-013; Recreating an Ad Hoc Village Hall Planning Task Force
 - b) Res. 2025-014; Modifying Membership of the Housing Committee to Allow 2 Additional Trustees
 - c) Res. 2025-15; Modifying the Membership of the Finance Committee to Allow 2 Stakeholders
 - d) Res. 2025-016; Amending the Village Board and Committee/Commission Bylaws
- 8. Discussion/Action Items
 - a) Highway 57 Trail; Award Contracts
 - b) Housing Committee; 'Wiltse' Property Funding Request
 - c) Fire Board; Donation Request
 - d) Liquor License Request; One Star Burgers & Dogs; 10440 Orchard Dr; Hannah Paulus – Agent
 - e) Revised Employee Handbook
 - f) Ex Officio Discussion; Possible Amendment to the Bylaws
 - g) Committee Appointments
 - h) Monthly Financial Report & Appropriations
- 9. Committee Reports (see below)
- 10. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
- 11. Executive Session
 - a) Consider a motion to convene into Executive Session pursuant to:
 - 1). 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:
 - i. Preserving Foundations Agreement - 2387 Ava Hope Ct
 - ii. Bertram Contract Addendum
 - iii. Knowles-Nelson Stewardship Grant - Marketplace Property
 - 2). Wis. Stats. 19.85(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:
 - i. Village Administrator compensation and benefits
 - b) Motion to Reconvene into Open Session
 - c) Motion for Action, if Appropriate
- 12. Adjourn

Public Notice

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

1. Ad Hoc Admin Bldg Review Task Force	10. Parking Committee
2. Door County Coastal Byways	11. Parks, Property & Streets Committee
3. Finance Committee	12. Personnel Committee
4. Fire Board	13. Plan Commission
5. Ad Hoc Green Tier Legacy Community Cmte	14. SBAA
6. Historical Society	15. Tourism Zone Commission
7. Housing Committee	16. Sewer and Water Utility Committee
8. Library Commission	17. Village Hall Planning Task Force
9. Marina Committee	

AGENDA ITEM 4

Approve Minutes: April 29, 2025

VILLAGE BOARD OF TRUSTEES MEETING MINUTES

Tuesday, April 29, 2025

(Approval Pending)

Agenda Item No. 1. Call to Order and Declaration of Quorum

The April 29, 2025 meeting of the Sister Bay Village Board of Trustees was called to order by Village President Nate Bell at 4:00 P.M. Those present included Trustees Denise Bhirdo, Louise Howson, and Kurt Harff, Chad Kodanko and Brigid White. Patrice Champeau arrived at 5:40 PM.

Staff: Village Administrator Julie Schmelzer, Utilities Director Megan Barnes, Village Attorney Randy Nesbitt and Clerk Heidi Teich

Others: Rick Dahlstrom

Agenda Item No. 2. Approve Agenda

A motion was made by Howson, seconded by Kodanko that the Agenda for the April 29, 2025 meeting of the Village Board of Trustees be approved as amended to address Agenda Item No. 5 first at the meeting. Motion carried – All ayes.

Agenda Item No. 3. Approve Minutes

A motion was made by Bhirdo, seconded by Kodanko that the minutes of the April 15, 2025 meeting of the Village Board of Trustees be approved as amended per Bhirdo's notations. Motion carried – All ayes.

Agenda Item No. 5. Executive Session

a) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or legal advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Utility Claim of Town of Liberty Grove, Hunter and Jessica Clinton, et al Lawsuit, Adam & Brigid White Lawsuit

At 4:04 P.M., a motion was made by Howson seconded by Bhirdo to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(g) as noted in the agenda item above.

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

Bhirdo – aye; Harff – aye; Howson – aye; Kodanko – aye; White – Aye; Bell – aye

Motion carried – all ayes

Agenda Item No. 6. Motion to reconvene into Open Session

At 5:30 P.M. a motion was made Bell, seconded by Howson to reconvene into open session. Again, a roll call vote was taken and the members voted in the following fashion:

Bhirdo – aye; Harff – aye; Howson – aye; Kodanko – aye; White – Aye; Bell – aye

Motion carried – all ayes.

Agenda Item No. 7. Motion for Action, if Appropriate

No motions were made as a result of the Closed Session.

Agenda Item No. 4. Discussion: Legal Counsel Summary of Legal Obligations of Village Trustees

Nesbitt distributed a document to the trustees which outlined some of the primary duties and responsibilities of elected officials. During the discussion that followed, the trustees were invited to ask questions on such items as the role of the public officials, prohibited conduct, personal liability, open meetings laws, closed sessions, walking quorums, and recusing oneself from discussion during a meeting. Nesbitt referred the trustees to Wis. Stats. §19.59 for more information on the Code of Ethics. Bell also reminded trustees that he should be contacted first before any individual trustee reaches out to the village attorney with questions.

Agenda Item No. 5. Executive Session cont'd

b) Consider a motion to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Discussion of Village Administrator compensation and benefits.

At 6:00 P.M., a motion was made by Kodanko seconded by White to convene into Closed Session pursuant to Wis. Stats., §19.85(1)(c) as noted in the agenda item above.

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; Kodanko – aye; White – aye; Bell – aye

Motion carried.

Agenda Item No. 6. Motion to reconvene into Open Session

At 7:26 P.M. a motion was made Bell, seconded by White 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; Kodanko; White – aye; Bell – aye

Motion carried.

The board took a five minute recess.

Agenda Item No. 7. Motion for Action, if Appropriate

A motion was made by Bell, seconded by Champeau to authorize Trustees Bell and Bhirdo to review the agreement prepared by Attorney Nesbitt as discussed in closed session. Motion carried – all ayes.

Agenda Item No. 8. Discussion/Action Items**a) Change of Agent Request; Boathouse Properties Sister Bay LLC; Matthew Peterson**

Boathouse Properties Sister Bay LLC, doing business as Boathouse on the Bay and located at 10716 N Bay Shore Dr, has requested a change in designated agent for liquor licensing. Matthew Peterson has agreed to the appointment, has met all the required conditions, and provided the appropriate application, which was included in the meeting packet for the trustees to review.

1 *A motion was made by Howson, seconded by Kodanko to approve the appointment of Matthew Peterson*
 2 *as Agent for Boathouse Properties Sister Bay LLC, dba Boathouse on the Bay, located at 10716 N Bay*
 3 *Shore Drive as presented. Motion carried – all ayes.*

4
 5 **b) Amend Bylaws**

6 President Bell has recommended two changes to the Village of Sister Bay Committee/Commission
 7 Bylaws and Rules to add stakeholders to the Finance Committee and increase the number of trustees
 8 appointed to serve on the Housing Committee. Bhirdo informed the board that a resolution is needed
 9 to amend the bylaws, and applicable changes to the Village of Sister Bay Board of Trustees Bylaws will
 10 need to be made as well.

11
 12 During discussion on the proposed changes, Bhirdo voiced opposition to adding additional members to
 13 the Finance Committee, particularly after the past year in which trustees spent considerable time and
 14 expense training on the budget and financial matters. She noted that the public is always welcome to
 15 attend meetings and provide input, and having two citizens on the committee won't change the overall
 16 public perspective of what the village does with the budget.

17
 18 Kodanko spoke in support of increasing the membership of all committee to at least five members, and
 19 those members should all be compensated for their services.

20
 21 Bell shared his belief that committees comprised of more than just trustees bring more knowledge and
 22 experience to the committee and improve the public perception of the board. While the request is only
 23 to change the Finance Committee now, he would propose a future change to add stakeholders to the
 24 Personnel Committee as well.

25
 26 Additional discussion on this agenda item will be held at the regular meeting of the Village Board in May
 27 when accompanied by the appropriate resolutions to affect the changes.

28
 29 **c) Committee Appointments**

30 President Bell prepared a list of proposed committee appointments which were distributed to the
 31 members prior to the meeting. During discussion on his recommendations, it was noted that
 32 appointments to the Ad Hoc Green Tier Legacy Community Committee, Personnel Committee, Ad Hoc
 33 Village Hall Planning Task Force, Plan Commission, Housing Committee and Zoning Board of Appeals will
 34 need to be revisited at the May 20, 2025 Village Board meeting. In addition, Bhirdo asked to read a
 35 letter of correspondence from Laurel Harff in which Harff voiced concern over the removal of Trustee
 36 Champeau from the Plan Commission to be replaced by a new trustee who does not have Champeau's
 37 knowledge of the village or experience in zoning matters.

38
 39 *A motion was made by Bell, seconded by Bhirdo to approve the appointment of Chad Kodanko to the*
 40 *Door County Coastal Byways as presented. Motion carried – all ayes.*

41
 42 *A motion was made by Bell, seconded by Champeau to approve the appointments of Louise Howsn, Julie*
 43 *Schmelzer and Ellie Soderberg-Guger to the Door County Tourism Zone Commission as presented.*
 44 *Motion carried – all ayes.*

45
 46 *A motion was made by Bell, seconded by Kodanko to approve the appointments of Nate Bell (Chair) and*
 47 *Denise Bhirdo to the Emergency Management Committee as presented. Motion carried – all ayes.*
 48

1 A motion was made by Kodanko, seconded by White to approve the appointments of Denise Bhirdo
 2 (Chair), Brigid White and Louise Howson to the Finance Committee as presented. Motion carried – all
 3 ayes.

4
 5 A motion was made by Bhirdo, seconded by Champeau to approve the appointments of Kurt Harff and
 6 Chad Kodanko to the Fire Board as presented. Motion carried – all ayes.

7
 8 A motion was made by Bhirdo, seconded by Harff to approve the appointment of Patrice Champeau to
 9 the Sister Bay Historical Society as presented. Motion carried – all ayes.

10
 11 A motion was made by Bhirdo, seconded by Kodanko to approve the appointments of Denise Bhirdo
 12 (Chair), Jacki Kieckhefer, Sally Pfeifer and Erin Peddle to the Holiday Lighting Task Force as presented.
 13 Motion carried – all ayes.

14
 15 A motion was made by Bhirdo, seconded by Kodanko to approve the appointment of Kurt Harff to the
 16 Sister Bay/Liberty Grove Library Commission as presented. Motion carried – all ayes.

17
 18 A motion was made by Kodanko, seconded by Champeau to approve the appointments of Brigid White
 19 (Chair), Chad Kodanko, Patrice Champeau, Pat Duffy and Kevin Grant to the Marina Committee as
 20 presented. Motion carried – all ayes.

21
 22 A motion was made by Bell, seconded by Bhirdo to approve the appointments of Nate Bell (Chair), Don
 23 Cox, Thor Johnson and Mike Laszkiewicz to the Ad Hoc Parking Task Force as presented. Motion carried
 24 – all ayes.

25
 26 A motion was made by Kodanko, seconded by Harff to approve the appointments of Louise Howson
 27 (Chair), Denise Bhirdo, Nate Bell, Jerry Ahrens and Mike Laszkiewicz to the Parks, Property & Streets
 28 Committee as presented. Motion carried, 6-1 with Bhirdo opposed.

29
 30 A motion was made by Bell, seconded by Kodanko to approve the appointments of Louise Howson (Chair)
 31 and Kurt Harff to the Personnel Committee as presented. Motion carried – all ayes.

32
 33 A motion was made by Howson, seconded by Kodanko to approve the appointment of Kurt Harff to the
 34 SBAA Board of Directors as presented. Motion carried – all ayes.

35
 36 A motion was made by Kodanko, seconded by White to approve the appointment of Denise Bhirdo to the
 37 TIF Joint Review Board as presented. Motion carried – all ayes.

38
 39 A motion was made by Howson, seconded by Kodanko to approve the appointments of Denise Bhirdo
 40 (Chair), Nate Bell and Kurt Harff to the Utilities Committee as presented. Motion carried – all ayes.

41
 42 A motion was made by Kodanko, seconded by Champeau to approve the appointments of Dick Burress
 43 (Chair), Ken Church, Kurt Harff, Chris Hecht, Ron Kane and Brigid White to the Ad Hoc Administration
 44 Building Review Task Force as presented and amended to include an appointment for Patrice Champeau,
 45 which was erroneously omitted from the listing. Motion carried – all ayes.

1 *A motion was made by Bhirdo, seconded by Harff to approve the appointments of Terry Kelly, Pat*
 2 *Wisner, Deb Duren, Liz Hecht and Hristo Blagoev to the Zoning Board of Appeals with the determination*
 3 *of a Chair to be made at a later date. Motion carried – all ayes.*

4
 5 **Agenda Item No. 9. Matters to be placed on a future agenda or referred to a committee, official or**
 6 **employee**

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

- 9 • Amending Board/Committee Bylaws
- 10 • Resolution to extend the Ad Hoc Village Hall Planning Task Force
- 11 • Resolution to modify the Housing Committee composition and make appointments
- 12 • Committee appointments (Personnel, Parks, Finance, Housing, Plan Commission, Zoning Board of
- 13 Appeals)

14
 15 *The next meeting of the Village Board of Trustees will take place on Tuesday, May 20, 2025 at 6:00 P.M.*

16
 17 **Agenda Item No. 11 Adjourn**

18 *At 8:17 P.M. a motion was made by Howson, seconded by Kodanko to adjourn the April 29, 2025 meeting*
 19 *of the Village Board of Trustees. Motion carried – all ayes.*

20
 21 Respectfully submitted,

22 

23 Heidi Teich,
 24 Village Clerk

AGENDA ITEM 5

Comments, Correspondence and Concerns from the Public

Click the link below to view the correspondence received for this meeting:

<https://storage.googleapis.com/juniper-media-library/57/2025/05/Combined%20Correspondence.pdf>

AGENDA ITEM 6

Proclamations

- a. Historical Society; 30th Anniversary
- b. June is Pride Month



VILLAGE OF SISTER BAY, WISCONSIN

PROCLAMATION

Celebrating the Sister Bay Historical Society's 30th Anniversary

WHEREAS, the Village of Sister Bay values its local history and recognizes history connects people to their community and provides valuable insights into how broader events, people, places and artifacts impact local lives, fosters critical thinking, strengthens community bonds, and inspires future generations; and,

WHEREAS, the Sister Bay Historical Society, comprised of volunteers passionate about our local history, have worked tirelessly for the past three decades to preserve our history, educate the public, and share stories that help residents value their community and the people that helped shape the village; and,

WHEREAS, honoring the Historical Society for their past thirty years of contributions to our past, present, and future is critical to helping residents understand the contributions made by these volunteers and the importance of supporting the Historical Society's mission of ensuring our history is not forgotten.

NOW, THEREFORE, the Village Board of Trustees for the Village of Sister Bay, Wisconsin, hereby supports with pride, and proclaims, the year 2025 as the 30th Anniversary of the Sister Bay Historical Society.

Signed: _____

Nate Bell, Village President



VILLAGE OF SISTER BAY, WISCONSIN

PROCLAMATION

JUNE 2025 AS 'OPEN DOOR PRIDE MONTH'

WHEREAS, lesbian, gay, bisexual, transgender, queer, intersex, and asexual citizens and citizens of all orientations and identities (LGBTQIA+) visit, work, and live with pride in all of Door County; and,

WHEREAS, many LGBTQIA+ visitors and residents have an immeasurable impact on the cultural, civic, and economic success of the county and our village;

and,

WHEREAS, local LGBTQIA+ residents have often faced adversity and challenges as they strive to enjoy the same quality of life and opportunities as non-LGBTQIA+ residents and are deserving of a village that embraces and welcomes with pride all persons;

and,

WHEREAS, Sister Bay wants all visitors and residents to take pride in the diversity of their community and the beautiful contributions we all make to those places we love to visit, work and live.

NOW, THEREFORE, the Village Board of Trustees for the Village of Sister Bay, Wisconsin, a small waterfront community enriched by diversity, enhanced by a culture of acceptance and kindness, strengthened by respect and appreciation for all, and chosen for their welcoming spirit, on this 20thth day of May 2025, hereby proclaims June 2025 as ***Open Door Pride Month***.

Signed: _____

Nate Bell, Village President

AGENDA ITEM 7

Resolutions

- a) Res. 2025-013; Recreating Ad Hoc Village Hall Planning Task Force
- b) Res. 2025-014; Modify Membership of Housing Committee
- c) Res. 2025-015; Modify Membership of the Finance Committee
- d) Res. 2025-016; Amend Board and Committee/Commission Bylaws

RESOLUTION NO. 2025-013**RECREATING THE VILLAGE HALL PLANNING TASK FORCE**

WHEREAS, on November 15, 2022, the Village Board created a two-year Village Hall Planning Task Force assigned the duties of planning for the future use and renovation of the Village Hall, and developing a funding strategy for renovations to that structure; and,

WHEREAS, the term of the task force was extended on November 19, 2024, pending a successful Community Development Block Grant (CDBG) application for the renovation plan that was developed, but on April 15, 2025, the Village Board decided not to pursue the grant and the task force was effectively dissolved; and,

WHEREAS, on April 29, 2025, the Village Board decided to recreate the task force.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees for the Village of Sister Bay, to recreate the Village Hall Planning Task Force to develop a funding strategy to implement the renovation plan that was created, said task force membership to be comprised of at least five but not more than seven voting stakeholders, two of which shall be trustees. With regard to non-trustee appointments, priority shall be given to low to moderate income individuals, those skilled in fundraising, design, and general contracting. The task force shall also include two ex-officio non-voting members, whom shall be Village employees. The ex-officio members shall include the Village Administrator and the Village Clerk, who is the employee responsible for renting the Hall and who shall also serve as Recording Secretary.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 20th day of May, 2025.

Passed and accepted this 20th day of May, 2025.

Nate Bell, Village President

ATTEST:

Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

RESOLUTION NO. 2025-014**MODIFYING MEMBERSHIP OF HOUSING COMMITTEE**

WHEREAS, on March 19, 2024, the Village Board created a Village of Sister Bay Housing Committee tasked with identifying a housing model, impediments to affordable housing, and to address the design, financing, physical layout as well as other aspects involved in community-provided workforce housing; and,

WHEREAS, the membership of the committee was to be comprised of no less than five, nor more than seven stakeholders and residents, with at least one trustee serving on the committee; and,

WHEREAS, on April 29, 2025, the Village Board decided two additional trustees should serve on the committee.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees for the Village of Sister Bay, to revise the membership of the Village of Sister Bay Housing Committee to be comprised of not less than five nor more than nine stakeholders and Village residents, three of which shall be Village Trustees.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 20th day of May, 2025.

Passed and accepted this 20th day of May, 2025.

Nate Bell, Village President

ATTEST:

Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

RESOLUTION NO. 2025-015**MODIFYING MEMBERSHIP OF FINANCE COMMITTEE**

WHEREAS, Village of Sister Bay Finance Committee is comprised of three Village Trustees; and,

WHEREAS, on April 29, 2025, the Village Board decided to add two stakeholders to the Village of Sister Bay Finance Committee.

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees for the Village of Sister Bay, to revise the membership of the Village of Sister Bay Finance Committee to include three Village Trustees and two stakeholders.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 20th day of May, 2025.

Passed and accepted this 20th day of May, 2025.

Nate Bell, Village President

ATTEST:

Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

RESOLUTION NO. 2025-016

AMENDING THE OPERATIONAL BYLAWS FOR THE VILLAGE OF SISTER BAY BOARD OF TRUSTEES AND COMMITTEES

WHEREAS, having a prescribed set of rules for all Village of Sister Bay Board of Trustees and Village Committees to follow ensures professional, ethical, consistent and accountable actions of elected and appointed officials and volunteers; and,

WHEREAS, the Board of Trustees reviewed their bylaws and the bylaws of their committees at their meeting on May 20, 2025, and made edits consistent with their annual appointment of committee members.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of Trustees for the Village of Sister Bay, Wisconsin, the Village Board of Trustees Operational Bylaws and Village of Sister Bay Committee Bylaws are hereby amended as discussed at the May 20, 2025, Village Board meeting, and attached hereto, said bylaws are effective upon signing.

BE IT FURTHER RESOLVED, the Board and Committee Bylaws herein adopted shall supersede and replace all other Board of Trustees Operational Bylaws and Committee Bylaws previously approved by the Village Board of Trustees.

Introduced at the Board of Trustees meeting of the Village of Sister Bay conducted this 20th day of May, 2025.

Passed and adopted this 20th day of May, 2025.

Nate Bell
Village President

ATTEST:

Heidi Teich, Village Clerk

VOTE: Ayes _____ Nays _____

Village of Sister Bay
Committee/Commission Bylaws and Rules
 (Amended ~~March 25, 2025~~ May 20, 2025)

1. Committee/Commission Organization

The Village President shall designate the Chairperson for each Village standing or ad hoc committee or commission on an annual basis.

2. Committee/Commission Meetings

All committee or commission meetings shall be held at one of the following locations: The Village Administration Building, the Village Hall, the North Sister Bay-Liberty Grove Fire Station, the South Sister Bay-Liberty Grove Fire Station, the Sister Bay-Liberty Grove Library, the Sister Bay Wastewater Treatment Plant, the Sister Bay Marina, the Sister Bay Sports Complex, the Liberty Grove Town Hall or other accessible locations properly noticed. Meetings may also be held electronically as long as the public has access to the meeting via a participation link.

3. Quorum

A majority of board/committee/commission/task force membership shall constitute a quorum for the transaction of business. **In the event a quorum is not present, the Village President, serving in an ex-officio capacity, may participate in the meeting so that a quorum can be declared present.**

4. Absences and Attendance

Any member of a committee or commission who has knowledge of the fact that they will not be able to attend a scheduled meeting shall notify the Village Clerk of their anticipated absence at the earliest possible opportunity. The Village Clerk shall notify the Chairperson of the affected committee or commission in the event that the projected absence(s) will produce a lack of quorum. If the Village Clerk is not notified of an absence, it will be recorded as an unexcused absence. Committees and commissions only function if members attend meetings, and, therefore, regular attendance is expected. If a member misses more than three regular meetings during the preceding twelve months for whatever reason, the Chairperson shall report that lack of attendance to the Village President. The Village President may recommend removal to the Board of any committee or commission member whose attendance at meetings exceeds the stated guideline.

To the extent provided by these Bylaws, the various committees, commissions and boards, may, in addition to conducting meetings in which each trustee participates in person, and at the discretion of the chairperson, conduct any regular or special meeting by the use of an electronic means of communication, provided that:

- a) All participating members can simultaneously hear and see each other during the meeting;
- b) All communication during the meeting is immediately transmitted to each participating member, and each participating member is able to immediately send messages to all other participating members; and
- c) All requirements of the Open Meetings Law are met.

A member participating in a meeting by any means pursuant to this Section shall be deemed to be present in person at the meeting.

5. Agendas and Minutes

Whenever a committee or commission meeting is scheduled the Chairperson of that committee or commission shall see that a written Agenda is provided to all the committee or commission members at least forty-eight (48) hours prior to such meeting. The Chairperson shall record the attendance and minutes of all committee or commission meetings, or the Chairperson may designate an individual to record the minutes of the meetings. The Chairperson or their designee is responsible for seeing that a copy of the minutes is provided to the Village Clerk prior to the next scheduled Village Board meeting.

6. Expenses

“Committee/commission meeting” means the convening of a quorum of the members of a committee or commission for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the committee or commission.

The Village President and trustees, and committee members whose duties allow for compensation, shall be compensated for their attendance at meetings per the Ordinance adopted in the fall of the year preceding a Spring election of officers. For any member who does not wish to accept compensation, annually a waiver shall be filed with the Finance Director indicating their intentions to waive said compensation.

7. Budget

If applicable, all committees shall prepare an annual budget and submit that document to the Village Finance Director.

8. Other

All committees and commissions shall be governed by the Rules of Order, which were adopted for the Village of Sister Bay Board of Trustees. If there are no rules specified for a particular situation, Roberts Rules of Order will apply. If applicable, the term “Chairperson” shall be substituted for the term “Village President.”

The Village President shall serve as an Ex-Officio member of all Committees, Commissions and Boards organized by the Village.

9. Definitions

Trustee shall mean an elected trustee or the Village President of the Village of Sister Bay.

Resident shall mean a person who resides in the Village and is a registered voter or eligible to become a registered voter.

Citizen shall mean a person who is a Village property owner, the owner of a business located in the Village or a person with recognized experience and qualifications for a particular committee whether they be a resident or non-resident of the Village.

Community Member-at-Large shall mean a person who does not reside in the Village nor do they own land in the Village, but they live in the Sister Bay area, as determined by the Chair of the Committee, and who has expertise or knowledge beneficial to the committee. Community Members-at-Large are appointed only after a sincere attempt to attract committee members has resulted in no citizen or resident interest. Members-at-Large can only serve on ad hoc committees, task forces, or as alternates on the Marina Committee.

Stakeholder shall mean a person with a vested interest in the outcome of a specific Village property, product, action, or service. For purposes of these bylaws, a stakeholder shall not have a financial interest in the property, product, action or service.

Ex-Officio – The Village President, or a staff person, if allowed by these bylaws, who may participate in a meeting solely for the purposes of ensuring a quorum is present at a meeting so official business may be conducted. The ex-officio person shall not have voting privileges but may participate in discussions. If the ex-officio member is the Village President, a per diem shall be paid.

Duties of Committees or Commissions

(An asterisk represents a paid appointment)

Door County Coastal Byway Commission* *(Other Committee Appointments)*

Door County's Coastal Byway, a Wisconsin Scenic Byway, stretches over 66 miles of the Northern Door Peninsula. In 2010, the Door County Coastal Byway Commission was created, and its members are bound by the provisions of an Intergovernmental Agreement, which was executed by representatives of the Villages of Sister Bay, Ephraim and Egg Harbor, and the Towns of Gibraltar, Baileys Harbor, Sevastopol, Liberty Grove and Jacksonport. Each of those municipalities is entitled to have one representative on the Commission. The Village has elected to have a trustee or staff person represent it on the Commission.

Emergency Management and Hazard Mitigation Planning Task Force* *(A Statutorily Dictated Committee)*

Drafts and presents for adoption an Emergency Management Plan and program and a Hazard Mitigation Plan. Recommends a person responsible for plan implementation and to perform the duties outlined by Statute. The task force is comprised of the Village President, two trustees, County Emergency Management Director or their representative, and the Fire Chief. The Village Administrator and Village Clerk (as Recording Secretary) shall also serve on the task force but be non-voting members.

Finance Committee* *(A Standing Committee)*

The Finance Committee shall consist of three trustees and two stakeholders and oversees the formulation of the annual budget for the Village of Sister Bay. The Finance Committee also:

- (a) Acts as the budget hearing committee and receives requests from various Village committees;
- (b) Consolidates and tabulates preliminary budget requests, including outlay and revenue accounts; and,
- (c) Conducts a budget review meeting with the Village Board.

Fire Board* *(A Standing Committee)*

The Sister Bay/Liberty Grove Fire Board is the governing body of the Sister Bay/Liberty Grove Fire Department. The Fire Board shall consist of two members from the Village of Sister Bay and three members from the Town of Liberty Grove and is bound by Ordinance 2025 - 006 and the duties established in Village of Sister Bay Ordinance No. 136-021208 as well as the Intergovernmental Agreement, which is the subject of that Ordinance. The Fire Board shall prepare an annual budget and submit it to the Finance Director for review before the Finance Committee.

Fire District Exploratory Committee* *(Other Committee Appointment)*

In June of 2012, a Fire District Exploratory Committee was created. That committee, which consists of representatives from the Towns of Liberty Grove, Gibraltar, and Egg Harbor, and the Villages of Egg Harbor, Ephraim, and Sister Bay, was charged with studying the impact and value of consolidating certain Northern Door Fire Departments and the services they provide. One trustee or resident with recognized experience and qualifications, one firefighter from the Sister Bay-Liberty Grove Fire Department, and the Fire Chief shall be appointed to represent the Village.

Green Tier Legacy Community Committee *(*Chair is paid; volunteers are unpaid) (An Ad Hoc Committee)*

The Ad Hoc Green Tier Community Committee shall be chaired by the Village President or a Village Trustee. Non-reimbursable volunteer members shall consist of a minimum of three stakeholders. The committee is tasked with suggesting and engaging in activities that lead to the attainment of Green Tier Community status for the Village of Sister Bay. The committee shall report to the Village Board, who will in turn vote on any requests from the committee as to funds, approvals, policies and any other actionable decisions impacting the Village budget. This committee was enacted by the Village Board on June 15, 2021.

Historical Society* *(Other Committee Appointment)*

The trustee who is appointed Historical Society Liaison shall serve as the liaison between the Sister Bay Historical Society and the Board of Trustees.

Holiday Lighting Task Force* *(An Ad Hoc Task Force)*

Established on December 19, 2023 by Resolution No. 2023-027 and amended March 25, 2025 by Resolution No. 2025-003. The Holiday Lighting Task Force is to be comprised of four to seven stakeholders who shall be responsible for reviewing the current holiday decorations and policies, determining if the decorations and policies need to be revised, and how, what the associated budget needs would be, and the timeline for implementation. Recommendations will be made to the Parks, Property & Streets Committee. It is anticipated the Task Force will complete their work within twelve months so any recommendations, if accepted, can be incorporated into the 2026 budget or subsequent budgets. The stakeholders shall serve as volunteers. A trustee may be appointed chair of the task force, but in the event a trustee is not appointed, the task force members shall vote for and appoint a chair and a vice-chair of the task force. Trustees serving on the task force shall be compensated for their time. The Parks Maintenance Supervisor, and the Village Administrator, shall serve as the staff advisors to the

task force, but are not required to attend all meetings, rather attend when information is requested of them. Upon cessation of the twelve-month task, the task force is hereby dissolved.

Housing Committee* *(A Standing Committee)*

The Housing Committee shall consist of no less than five nor more than ~~seven~~ nine Village stakeholders, ~~one~~ three members of which shall be ~~a~~ Trustees. The stakeholders shall serve as volunteers. The committee is tasked with identifying a housing model, impediments to affordable housing, and address design, financing, physical layout as well as other aspects involved in community-provided workforce housing.

Library Commission* *(A Standing Committee)*

The Library Commission shall oversee the use and maintenance of the Sister Bay-Liberty Grove Library building and is responsible for seeing that an ongoing working relationship is maintained with the Door County Library System. The Village's representatives on the Library Commission shall consist of one trustee and two Village residents. There shall also be one Town Board member and two Town residents. A Secretary/Treasurer, who is hired by the Commission, as well as the Sister Bay-Liberty Grove Head Librarian, serve as ex-officio non-voting members. The resident members of the Library Commission will be compensated for their services. The Library Commission shall prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

Marina Committee* *(A Standing Committee)*

The Marina Committee shall consist of three trustees, two stakeholders and the Marina Manager. The Marina Manager shall serve as an ex-officio non-voting member. Two alternates shall also be appointed to ensure a quorum is always present at meetings. The Village Board has determined that residents or citizens, and the alternates, who serve on the Marina Committee are entitled to compensation for their services. The Marina Committee shall:

- (a) Provide direction for the operation and maintenance of the Sister Bay Marina;
- (b) Adequately provide for the needs of Marina patrons by planning and implementing Marina improvements;
- (c) Recommend all fees and charges for use of the Sister Bay Marina to the Village Board; and,
- (d) Prepare an annual budget and submit it to the Finance Director for presentation to the Finance Committee.

Parking Task Force* *(An Ad Hoc Task Force)*

Established on December 19, 2023 by Resolution No. 2023-026 and amended March 25, 2025 by Resolution No. 2025-003. The Parking Task Force is comprised of four to seven stakeholders who shall be responsible for analyzing the Village's on-street and off-street public parking situation, associated parking needs, research other communities and their solutions to congestion and parking issues, and make recommendations to the Parks, Property & Streets Committee. It is anticipated the Task Force will complete their work within twelve months so any recommendations, if accepted, can be incorporated into the 2026 budget or subsequent budgets. The stakeholders shall serve as volunteers. A trustee may be appointed chair of the task force, but in the event a trustee is not appointed, the task force members shall vote for

and appoint a chair and a vice-chair of the task force. Trustees serving on the task force shall be compensated for their time. The Village Administrator shall serve as the staff advisors to the task force but are not required to attend all meetings, rather attend when information is requested of them. Upon cessation of the twelve-month task, the task force is hereby dissolved.

Parks, Property and Streets Committee* *(A Standing Committee)*

The Parks, Property and Streets Committee shall consist of three trustees, and two resident members. The Village Board has determined that the resident members of the Parks Committee are entitled to compensation for their services. The Parks, Property and Streets Committee shall:

- (a) Provide oversight of activities occurring in the Village Parks, and operate, maintain and improve the Village Park System;
- (b) Be responsible for all repair, maintenance and remodeling of Village owned buildings, including any improvements, except when such authority is specifically delegated to another committee;
- (c) Be responsible for all repair and maintenance of Village roads, sidewalks and trails;
- (d) Ensuring adequate access to technology and broadband infrastructure to public properties and buildings, with the referral of any software needs to the applicable oversight committee; and,
- (e) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

Personnel Committee* *(A Standing Committee)*

The Personnel Committee shall consist of three trustees. The Personnel Committee shall:

- (a) Consider and review all matters relating to wages, hours, fringe benefits and conditions of employment for Village employees, including discipline, promotion and job descriptions;
- (b) Act on grievances submitted by employees and be the arbitrator between the employees and the Village Board;
- (c) Review requests for new positions from committees; and,
- (d) Prepare an annual budget and submit it to the Finance Director to present to the Finance Committee.

The committee shall also:

- 1. *Approve, implement, and maintain a mechanism for the performance evaluation of employees as outlined in the Employee Handbook.*
- 2. *Review and establish employee recruiting, hiring and retention procedures, including review of resumes, observation of interviews of department heads by a member of the committee (typically the Chair) or their designee, and participating in all Department Head Exit Interviews.*
- 3. *Recommend compensation schedules to the Finance Committee.*
- 4. *Develop, approve and update personnel policies in the Employee Handbook as needed.*
- 5. *Consider recommendations from the Village Administrator for the organizational structure and staffing levels of Village departments.*
- 6. *Review departmental requests for creation, deletion, reallocation, and changes in position (not an individual).*

7. *Periodically review employment application forms and hiring guidelines.*
8. *Responsible for recruitment and interviewing of the Village Administrator, after which a recommendation will be sent to the Village Board for discussion and approval.*
9. *Conduct an annual performance evaluation of the Administrator and make recommendations to the Board as outlined in the Employee Handbook.*

Plan Commission* *(A Statutorily Dictated Committee)*

Per Wisconsin Statutes, Section 61.35, Villages are bound by the rules established for city planning, as outlined in Stats. 62.23. Those statutes require the Plan Commission consist of seven members, four of which must be resident members. There can also be one ex-officio non-voting resident or citizen member with recognized experience and qualifications related to planning and development. Per Village Bylaws, the Chair shall be the Village President, or their designee from its membership. The Village Board has determined that residents who serve on the Plan Commission are entitled to compensation for their services. The Plan Commission shall promote the public health, safety, comfort, aesthetics, and general welfare of the Village as provided in Chapter 66 of the Village's Code of Ordinances. Chapter 66 provides for administration and enforcement of applicable Ordinances and provides penalties for violations. All members shall, by statute, serve a three-year term.

In the event there is an extended absence of a Village/Zoning Administrator, the Plan Commission Chairperson may elect to act as temporary Zoning Administrator to conduct initial reviews of potential development projects and be available to answer related zoning questions prior to submission to the Plan Commission. The Chairperson shall be compensated as stated in the ordinance adopted by the Village Board which sets the compensation schedule for trustees and committee members.

Sewer and Water Utilities Committee* *(A Standing Committee)*

The Sewer and Water Utilities Committee was created to oversee and plan all aspects of Sister Bay's Wastewater Treatment Plant, Water, Wastewater Collection and Storm Sewer systems. The Committee makes recommendations to the Village Board. The Committee shall consist of 3 trustees. The Village Administrator and Lead Operator/Utilities Director shall serve as ex-officio non-voting members.

Sister Bay Advancement Association Board of Directors* *(Other Committee Appointments)*

The trustee who is appointed to the Board of Directors for the Sister Bay Advancement Association (SBAA) shall be a voting member of that Board and will also act as the Liaison between the Village Board and the SBAA.

TIF Joint Review Board* *(A Statutorily Dictated Committee)*

State law provides for a Joint Review Board (JRB) and defines its members and responsibilities. JRB members represent a taxing jurisdiction (municipality, county, school, technical college). It is the JRB's responsibility to approve or deny the creation or amendment of a Tax Incremental District (TID). If the JRB approves the TID, it viewed or heard convincing evidence of the need for Tax Incremental Financing (TIF) assistance to make the development a reality. The JRB

jurisdictions agree to sacrifice some amount of tax revenue for many years into the future expecting the tax base will ultimately increase.

The JRB meets annually before June 30 to review the TID reports and on an as-needed basis to review a request or create or amend a TID.

Tourism Zone Commission* *(Other Committee Appointment)*

The Door County Tourism Zone Commission is an intergovernmental entity established in 2006 by the municipalities in Door County to encourage tourism, the success of which is measured by an increase in overnight stays at various lodging establishments. The Commission is responsible for collecting an 8% tax on room charges, and the Village is bound by Ordinance No. 123-121206, and Resolution No. 160-121206, subsequently amended by Resolution No. 452-02162021, Resolution No. 467-08172021 and Ordinance 284-081721, which relate to the room tax and the creation of an Intergovernmental Tourism Zone Commission.

By the passage of Resolution 369-112117 and Ordinance 256-022118, Sister Bay has been designated as a Premier Resort Area and enacted an additional 0.5% sales tax as allowed by Wis. Stats. Sec. 66.1113(2)(G) and Subchapter X of Chapter 77, Wis. Stats., thereby bringing the total tax rate to 6%. Based upon the room tax collected to date, Sister Bay is entitled to have three members, who shall serve one-year terms and have voting privileges. Per Ordinance 123-121206, the appointment shall not receive pay for attendance from the Commission, but may be reimbursed for travel expenses. This ordinance was superseded by Ordinance 2023-005 which reaffirmed members are not to be paid by the Commission. However, the Village, via Resolution 2023-009, determined the Village would compensate ~~It~~ trustees appointed to the Commission for their attendance at meetings.

Village Administration Building Review Task Force* *(An Ad Hoc Task Force)*

Established on March 25, 2025, per Resolution No. 2025-002, the task force shall be comprised of eight stakeholder members. The task force will review the placement of the future village administration building and its design and interim options for the administration space. This task force will provide its results to the Village Board of Trustees at its June 2025 meeting. Upon cessation of the ~~twelve-month~~ task, the task force is hereby dissolved.

Village Hall Planning Task Force *(*Chair is paid; volunteers are unpaid) (A Task Force)*

Originally established as a ~~A~~ two-year task force assigned the task of determining the best use of the Village Hall, renovations needed, and how to fund those renovations. In 2024 the term of the task force was extended to November 15, 2025, provided a CDBG grant application ~~is-was~~ awarded funding; if the grant ~~is-was~~ not awarded, the term ~~shall~~ was to expire upon notification the application for grant funds was denied. In April 2025 the Village Board decided not to pursue a CDBG grant at that time, so the task force was effectively dissolved. In May 2025 a new task force was established. The task force shall be comprised of at least five but not more than seven voting stakeholders members, two of which shall be trustees; ~~three residents; and two citizens.~~ With regard to ~~residents and citizen non-trustee~~ appointments, priority shall be given to low to moderate income individuals, those skilled in fundraising, design, and general contracting. The task force shall also include two ex-officio non-voting members, whom shall be Village employees. The ex-officio members shall include the Village Administrator, and the

Village Clerk who is the employee responsible for renting the Hall, and who shall also serve as Recording Secretary.

Zoning Board of Appeals* *(A Statutorily Dictated Committee)*

The Zoning Board of Appeals, which is statutory, shall consist of five residents and two alternate resident members, and is responsible for hearing and deciding appeals of decisions, which are made by the Zoning Administrator. Also, the Zoning Board of Appeals has the power to grant variances from the Village's Zoning Ordinance.

As required by Wisconsin Statutes, 62.23(7)(e)2, members shall be appointed for three-year terms, except that of those first appointed one shall serve for one year, 2 for 2 years and 2 for 3 years. The Village President shall appoint the Chairperson. The President shall also appoint, for staggered terms of 3 years, 2 alternate members of such board, in addition to the 5 members above provided for. Annually, the President shall designate one of the alternate members as 1st alternate and the other as 2nd alternate. The 1st alternate shall act, with full power, only when a member of the board refuses to vote because of interest or when a member is absent. The 2nd alternate shall so act only when the 1st alternate so refuses or is absent or when more than one member of the board so refuses or is absent. The residents serving on the Zoning Board of Appeals shall be compensated for their services at the same rate as a Village appointed committee or commission member, said compensation set by ordinance.

The Zoning Board of Appeals shall adopt their own, separate Rules of Procedure.

Village of Sister Bay
Board of Trustees Bylaws
For the Government of the Village Board
 (Amended ~~March 25, 2025~~ May 20, 2025)

1. Meetings, Regular and Special

The regular meetings of the Sister Bay Board of Trustees shall be held on the third Tuesday of each month at 6:00 P.M. Any two members of the Village Board may call a special meeting, with a signed request presented to the Village Clerk, a minimum of 48 hours prior to that meeting. Public Hearings may be scheduled for a time which is agreeable to the majority of the Board and consistent with State Statutes.

2. Quorum

A minimum of four Trustees constitutes a quorum of the Village Board. As soon as the Village Board is called to order roll call shall be taken, noting who is present and who is absent, and the same shall be noted in the official record. If there is not a quorum present, this fact shall be entered in the minutes and the Village Board shall adjourn. Any member of the Village Board who has knowledge of the fact that they will not be able to attend a scheduled Board meeting shall notify the Village Clerk at the earliest possible opportunity. In the event that the projected absence will produce a lack of quorum, the Village Clerk shall notify the Village President. If the Village Clerk is not notified of an absence, it will be recorded as an unexcused absence.

3. Presiding Officer

The President of the Village Board (Presiding Officer), shall, at the hour of the meeting stated on the Agenda, call the Board to order. The Village President shall preserve order and decorum, and decide all questions of order, subject to an appeal, by any member. The Village President has the same rights as a Trustee.

4. Presiding Officer's Duties

At each meeting, the Village President should have at hand:

- a) A copy of the Bylaws;
- b) A copy of applicable parliamentary authority;
- c) A list of committees/commissions and the members of those groups; and,
- d) A memorandum of the complete order of business.

5. Absence of Village President

In the event the Village President is absent at the time of the meeting, the Village Clerk shall call the Village Board to order; and thereupon the Board shall elect one of its own members the President Pro-Tempore.

6. Agenda

The Board acknowledges that the committee structure is an appropriate mechanism to deal with many of the issues facing the Village. In order to take advantage of the knowledge and experience of the committees, Trustees who wish to bring an issue before the Board shall refer

the issue to the appropriate committee for discussion. Committee Chairpersons shall address those requests in a timely manner and submit a committee recommendation to accompany the Trustee's recommendation when the issue comes before the Board. Other board agenda items will be placed on the agenda at the discretion of the Village President and Village Administrator. All items to be a part of the Agenda shall be in the possession of the Village Administrator by the first day of the month. A copy of the Agenda shall be furnished to each Trustee at least forty-eight (48) hours prior to the regularly scheduled monthly meetings of the Village Board or twenty-four (24) hours prior to any Special Board meetings.

7. Term of Office

The terms of the Village President and the Trustees shall be for two (2) years [*statutory*]. All standing committees, elective or appointive, shall serve for one (1) year unless Statutes provide otherwise. Changes in committee names and structure shall be subject to the approval of a majority vote of the Village Board.

8. Committees and Commissions

There are five types of committees: *Standing, Statutory, Ad Hoc, Task Force, and Other Committee Appointments*. Committees, sometimes referred to as Boards, shall be established upon adoption of a Resolution designating the committee name, number of members, purpose and term. Members shall be appointed by the Village President and approved by the Village Board. Ad Hoc Committees and a Task Force shall be dissolved upon completion of the purpose for which it was created; said dissolution shall require Board of Trustees approval.

The President shall serve as ex-officio of all committees, commissions and boards organized by the Village. In an ex-officio capacity, the President shall not have voting privileges but shall be paid a per diem.

A listing of all the Committees and Commissions, which are in existence at the time of adoption this document, as amended, are as follows:

NAME & TYPE OF COMMITTEE/COMMISSION	MEMBERSHIP
Door County Coastal Byway Commission (<i>Other Committee Appointments</i>)	1 Trustee or Staff Person
Emergency Management and Hazard Mitigation Planning Task Force	Board President, 2 Trustees, County Emergency Management Director or their representative, and the Fire Chief. The Village Administrator and Village Clerk (as Recording Secretary) shall also serve on the task force but shall be non-voting members.

Finance Committee (<i>Standing Committee</i>)	3 Trustees and 2 Stakeholders
Fire Board (<i>Standing Committee</i>)	2 Village members and 3 members from the Town of Liberty Grove
Fire District Exploratory Committee (<i>Other Committee Appointment</i>)	1 Trustee or Resident with recognized experience and qualifications, 1 Fire Fighter from the Sister Bay-Liberty Grove Fire Department and the Fire Chief.
Green Tier Legacy Community Committee (<i>Ad Hoc Committee</i>)	Village President or Trustee, Min. 3 Stakeholders
Historical Society (<i>Other Committee Appointment</i>)	1 Trustee who will serve as a Liaison
Holiday Lighting Task Force (<i>Ad Hoc</i>)	4-7 Stakeholders who elect their Chair and Vice-Chair
Housing Committee	5– 7-9 Stakeholders, one 3 being a Trustees, who elect their Chair
Library Commission (<i>Standing Committee</i>)	1 Trustee and 2 Village Residents, and 1 Town Board member and 2 Town Residents. A Secretary/Treasurer, who is hired by the Commission, as well as the Sister Bay-Liberty Grove Head Librarian serve as ex-officio non-voting members.
Marina Committee (<i>Standing Committee</i>)	3 Trustees, 2 Stakeholders, and the Marina Manager, who shall serve as an ex-officio non-voting member of the Marina Committee. Two alternates shall also be appointed to ensure a quorum is always present at meetings.
Parking Task Force (<i>Ad Hoc</i>)	4-7 Stakeholders who elect their Chair and Vice-Chair
Parks, Property & Streets Committee (<i>Standing Committee</i>)	3 Trustees and 2 Residents
Personnel Committee (<i>Standing Committee</i>)	3 Trustees
Plan Commission (<i>Statutory</i>)	3 Trustees, 4 Residents, and if available, one ex-officio non-voting Resident or Citizen member with recognized experience and qualifications related to planning and development. The Chairperson shall be the Village President or their appointee. (Terms are dictated by statute and require a three-year term.)

Sister Bay Advancement Association - SBAA - Board of Directors (<i>Other Committee Appointment</i>)	1 Trustee, who shall be a voting member of the SBAA Board and shall also act as the Village Board Liaison to the SBAA.
TIF Joint Review Board (<i>Statutory</i>)	1 Trustee, 1 Resident, 1 representative of the County, 1 representative of the Gibraltar School District and 1 representative of the Northeastern Wisconsin Technical College District
Tourism Zone Commission (<i>Other Committee Appointments</i>)	Based upon room tax collected to date the Village is entitled to have 3 representatives on the Tourism Zone Commission. They serve one-year terms.
Sewer and Water Utilities Committee – Wastewater Treatment Plant, Water, Sewer and Storm Sewer Committee (<i>Standing Committee</i>)	3 Trustees. The Village Administrator and Lead Operator/Utilities Director serve as ex-officio non-voting members.
Village Administration Building Review Task Force (Ad Hoc)	Eight-8 Stakeholders
Village Hall Planning Task Force	2 Trustees, 3 Residents and 2 Citizens 3-5 Stakeholders. The Village Administrator and Village Clerk shall serve as ex-officio, non-voting members.
Zoning Board of Appeals (<i>Statutory</i>)	5 Residents and 2 Resident alternates. (Terms are dictated by statute and require three-year, staggered terms.)

Trustee shall mean an elected Trustee or the Village President of the Village of Sister Bay.

Resident shall mean a person who resides in the Village and is a registered voter or eligible to become a registered voter.

Citizen shall mean a person who is a Village property owner, the owner of a business located in the Village or a person with recognized experience and qualifications for a particular committee, whether they be a resident or non-resident of the Village.

Community Member-at-Large shall mean a person who does not reside in the Village nor do they own land in the Village, but they live in the Sister Bay area, as determined by the Chair of the Committee, and who has expertise or knowledge beneficial to the committee. Community Members-at-Large are appointed only after a sincere attempt to attract committee members has resulted in no citizen or resident interest. Members-at-Large can only serve on ad hoc committees, task forces, or as alternates on the Marina Committee.

Stakeholder shall mean a person with a vested interest in the outcome of a specific Village property, product, action, or service. For purposes of these bylaws, a stakeholder shall not have a financial interest in the property, product, action or service.

Ex-Officio – The Village President, or a staff person, if allowed by these bylaws, who may participate in a meeting solely for the purposes of ensuring a quorum is present at a meeting so official business may be conducted. The ex-officio person shall not have voting privileges but may participate in discussions. If the ex-officio member is the Village President, a per diem shall be paid.

9. National Incident Management System

The NIMS training program is intended for all personnel who are directly involved in emergency management and response. This includes all emergency services related disciplines such as EMS, hospitals, public health, fire service, law enforcement, public works/utilities, skilled support personnel, and other emergency management response, support and volunteer personnel. Elected and appointed officials should have a clear understanding of their roles and responsibilities for successful emergency management and incident response. To that end, it is vital that elected and appointed officials understand and receive NIMS training. This training is intended to aid people who don't usually work together to seamlessly respond to and recover from a disaster either natural or man-made. Therefore, FEMA recommends the following training for elected and appointed officials: G-402 Incident Command System (ICS) Overview for Executives/Senior Officials, G-191 Incident Command System/Emergency Operations Center Interface. Within one year of being elected each new Trustee shall meet the minimum requirements to be NIMS compliant outlined by FEMA standards.

10. Consent to Speak

A member desiring to speak shall address the Village President or President Pro-Tempore, when recognized by that person. A member shall confine their remarks to the question under consideration and avoid personalities. Members' remarks must be germane to the question. Statements must have a bearing on the pending motion. To ensure an efficient meeting which allows all interested speakers an opportunity to comment on an agenda item, the President or President Pro-Tempore reserves the right to limit the length of time a speaker may speak on any one agenda item. Rude or derogatory comments made by a speaker may result in the President or President Pro-Tempore refusing to allow the speaker to continue presenting their comments.

11. Motions

Motions shall be prefaced with "I move," and the person making the motion shall then state the action that is to be voted on in a positive form so that the Board is not voting "no" to approve the action.

12. Roll Call Vote

When a roll call vote is statutory or required by the Rules of Order, it shall be automatic. The Clerk or any Board member may call for a roll call vote on any question, and it shall be granted

before the decision of the Village President is announced. There shall be no interruption during roll call.

13. Abstaining on Vote

Any member of the Board of Trustees may recuse themselves from a discussion and subsequent action if they feel they have a conflict of interest, or, after discussion determines there may be a conflict, abstain from voting on any question before the Board after notifying the Village President or President Pro Tempore of their intention to abstain and the reason therefore.

14. Out of Order

When declared “out of order” a Trustee, resident or citizen shall immediately submit to the ruling of the Village President or President Pro-Tempore.

15. Interruption of Speaker

When any of the Trustees, residents or citizens are speaking, no one shall entertain any private discourse or in any way interrupt the speaker, except as to a question of order.

16. Public Addressing the Board

A non-member wishing to address the Village Board may gain permission from the Village President or President Pro-Tempore. The Village President or President Pro-Tempore should be aware that the right of the public to attend governmental meetings does not necessarily imply a right to participate in the conduct of those meetings. Absent a public hearing, the public has no inherit right to speak at a Village Board Meeting.

17. Suspension of Rules

These rules may be suspended by a majority roll call vote of the Village Board.

18. Amending Rules

These rules may be amended at any regular session of the Village Board by a majority vote of the Board.

19. Rules of Order

The Rules of Order as adopted shall govern the proceedings of the Village Board, except as may be contrary to Wisconsin Statutes. In such event, the State Statutes shall prevail. Roberts Rules of Order shall apply to those areas these Rules do not cover.

20. Board Member Code of Conduct

The Board of Trustees recognizes the need for decision-making and public responsiveness, which requires a commitment to ethical, business-like, and lawful conduct, including proper use of authority and appropriate decorum when acting as a Board member. Accordingly, each Board member shall:

- a) Commit to regular attendance at Board and Committee meetings unless excused and be properly prepared for deliberation.
- b) Understand and follow all provisions of the Wisconsin Open Meetings Law as well as any other applicable statutes that govern the conduct of elected officials.
- c) Respect the confidentiality appropriate to issues of a sensitive nature and never discuss in public the issues discussed during closed sessions.
- d) Respect, listen to and communicate with fellow Board members and the Village Administrator.
- e) Acknowledge that the authority over Village policies or operations resides in the Village Board and not with individual Trustees.
- f) Make a committed effort to continuing education and to be well informed about issues and trends that could affect the Village, as well as Open Meeting Laws.
- g) Represent all the people of the community while avoiding partisanship based upon special interests.
- h) Keep the best interests of the Village in mind by considering themselves a “Trustee” of the Village and do their best to ensure that the Village is well maintained, financially secure, growing, and always operating in the best interests of those the Village serves.
- i) Be available and responsive to residents by interpreting the needs of citizens to the Village and by interpreting the actions of the Village to citizens without favor of any particular geographic area or interest group.
- j) Make decisions involving the welfare of the community based upon study and evidence, recognizing that personal feelings and other such factors are not conducive to sound decision-making; and always remember that respecting the opinions of fellow Board members is vital. When outside of Board meetings Board members shall avoid making individual pronouncements and public conjectures about Village matters not yet decided by the Board.
- k) Not promise in advance of a meeting how they will vote on any issue, reserving judgment until all the facts have been presented.
- l) Accept the principal of Board unity by supporting the majority decisions of the Board.
- m) Not engage in “self-dealing” or interfere in the conduct of any private business for personal services between any Board member and the organization, except as procedurally controlled to assure openness, competitive opportunity and equal access to “inside” information.
- n) Recuse themselves from discussing or voting on an issue about which they have a conflict of interest.
- o) Not use their position to obtain employment for them, for family members or for close associates. (Should a member desire employment by the Village, they must first resign.)
- p) Respect the Board’s commitment to work with the Village Administrator by:
 - 1) Requesting desired information about programs directly from the Village Administrator;
 - 2) Referring to the Village Administrator’s suggestions for new policies;
 - 3) Seeking the Village Administrator’s professional advice;
 - 4) Refraining from acting on any complaint until the Village Administrator has had an opportunity to investigate it fully and report to the Board; and,

- 5) Supporting Board-approved actions of the Village Administrator and staff.
- q) Understand and respect the separation of Board responsibilities and functions from those of the Village Administrator and staff. The Board’s responsibility is to ensure that the Village is well managed—not to manage the Village.

21. Electronic Participation in Meetings.

The chair of each committee and the Village Board President may authorize committee members and trustees to participate in meetings electronically. Any members connecting electronically need to be visible and available to speak at all times during such meetings. The chair of each committee may decide whether the meeting will be held electronically or in-person, and such decision will be made clear to the public on the agendas of the meetings. Electronic participants must follow the guidelines below:

- a) All participating members can simultaneously hear and see each other during the meeting at all times during the meeting;
- b) All communication during the meeting is immediately transmitted to each participating member, and each participating member is able to immediately communicate to all other participating members; and,
- c) All requirements of the Open Meetings Law are met.

A member participating in a meeting by any means pursuant to this Section shall be deemed to be present in person at the meeting.

22. Expenses

“Committee/Commission/Board meeting” means the convening of a quorum of the members of a Committee, Commission or Board for the purpose of exercising the responsibilities, authority, power or duties delegated to or vested in the Board, Committee or Commission. The Village President and the Trustees shall be compensated for their attendance at meetings per the Ordinance adopted in the fall of the year preceding a Spring election of officers. For any member who does not wish to accept compensation, annually a waiver shall be filed with the Finance Director indicating their intentions to waive said compensation.

23. Electronic Delivery of Information

Board, Committee and Commission members that are part of Standing Committees shall have Agendas, Packets, and Meeting Materials delivered electronically. The Village Board shall annually authorize a sum of monies through its budget to fulfill “at home” printing of materials by Board, Committee and Commission members. These costs shall not exceed the cost of materials.

AGENDA ITEM 8a

Highway 57 Trail; Award Contracts



STAFF REPORT

HIGHWAY 57 TRAIL CONTRACTS

Date: May 20, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

As part of our grant agreement with the Department of Transportation (DOT), the Village had to solicit for statements of qualifications from consultants and engineers to provide construction services for the proposed Highway 57 trail. The statements cannot specify the cost of such services; cost is to be negotiated *after* the DOT approves the vendor selected by the village.

We also need to contract with an engineer for engineering services. That solicitation was a Request for Proposals, and could be based on cost. The engineering services contract does not need DOT review or approval.

On May 19, 2025, the Parks, Property & Streets Committee will review the construction services proposals, and the engineering services proposals, and present a recommendation to the Board at the May 20th meeting. At that meeting we can enter into the contract for the engineering services.

(If you would like to see the statements and proposals considered, please refer to the May 19, 2025, meeting packet for the Parks, Property & Streets Committee.)

AGENDA ITEM 8b

Housing Committee; “Wiltse” Property
Funding Request



STAFF REPORT

HOUSING COMMITTEE FUNDING REQUEST

Date: May 20, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

The Housing Committee was tasked with developing a housing model. The committee is at the point in their findings where they cannot complete the model without knowing the cost of the infrastructure to be installed on the former Wiltse site. They are requesting the Village Board allow for a preliminary plat to be developed and bids sought for infrastructure.

The adopted CIP has allocated \$3.5 million for this project in 2025.

AGENDA ITEM 8c

Fire Board; Donation Request



STAFF REPORT

FIRE BOARD REQUEST

Date: May 20, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

Trustee Harff serves on the Fire Board and has forwarded a request from the Fire Board seeking a donation to the Chris Hecht family.

AGENDA ITEM 8d

Liquor License Request; One Star Burgers & Dogs;
10440 Orchard Dr; Hannah Paulus - Agent



Village of Sister Bay BOARD REPORT

Meeting Date 5/20/2025

Recommendation:

That the Village Board consider a request from One Star Burgers LLC, dba One Star Burgers & Dogs, Hannah Paulus - Agent, for the issuance of a pro-rated Class B Beer and Class C Wine license for the property located at 10440 Orchard Dr (formerly Kitschinn & Patio) for the months of May and June, 2025.

Background:

Village staff has received an initial liquor license application from Christopher Janisse and Scott Watts, owners of One Star Burgers LLC for the issuance of a combination Class B Beer and Class C Wine license for the property located at 10440 Orchard Dr. The property is currently under lease, and the term of the lease does cover the full license year. The business will offer on-premise dining inside and on the patio, with the potential for additional tables to be added on the lawn in the future (with zoning approval should it be needed). Hannah Paulus is the appointed agent. All individuals have provided proof of having taken the responsible beverage server course and are otherwise qualified per state statutes.

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 <u>Sister Bay</u>
License Period <u>2024-2025</u>

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	\$ 33.32
Background Check Fee	\$
Publication Fee	\$ 30.00
Total Fees	\$ 63.32

Part A: Premises/Business Information

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

One Star Burgers LLC

2. Business Trade Name or DBA

One Star Burgers & Dogs

3. FEIN

33-4493291

4. Wisconsin Seller's Permit Number

456-1032053974-02

5. Entity Type (check one)

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

6. State of Organization

WI

7. Date of Organization

03/18/2025

8. Wisconsin DFI Registration Number

0046210

9. Premises Address

10440 Orchard Drive

10. City

Sister Bay

11. State

WI

12. Zip Code

54234

13. County

15

 14. Governing Municipality: ☐ City ☐ Town ☒ Village
 of: Sister Bay

15. Aldermanic District

16. Premises Phone

(920) 207-4786

17. Premises Email

onestarburgers@gmail.com

18. Website

None

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.

Alcohol will be served and stored in the restaurant (main square white structure labeled on the site plan at 10440 Orchard Drive, Sister Bay, WI 54234) as well as the connecting walk in cooler and freezer near the back of the restaurant. Alcohol will be served/consumed in the restaurant building, on the outside patio where there's outdoor seating, as well as by people walking around up to the road right of way.

20. Mailing Address (if different from premises address)

One Star Burgers & Dogs at PO Box 121

21. City

Fish Creek

22. State

WI

23. Zip Code

54212

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 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.

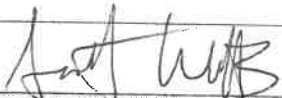
Last Name	First Name	Title	Phone
Watts	Scott	Owner/partner	920-421-8594
Janisse	Chris	Owner/partner	920-421-2068
Paulus	Hannah	General Manager	(920) 207-4786

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 Watts		First Name Scott		M.I. M
Title Member		Email onestarburgers@gmail.com	Phone (920) 421-8594	
Signature 		Date 04/10/25		

Part E: For Clerk Use Only

Date Application Was Filed With Clerk RECEIVED MAY 05 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
4-15-25

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)

One Star Burgers LLC

2. Business Trade Name or DBA

One Star Burgers & Dogs

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

N/A

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

N/A

Part B: Agent Information

1. Last Name

Paulus

2. First Name

Hannah

3. M.I.

N

4. Email

onestarburgers@gmail.com

5. Phone

920-207-4786

6. Home Address

7 South madison ave, STE 1

7. City

Sturgeon bay

8. State

Wi

9. Zip Code

54235

10. Age

28

11. Drivers License/State ID Number

P420-3349-7504-07

12. Drivers License/State ID State of Issuance

Wi

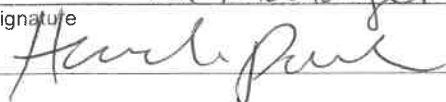
Part C: Agent Questions

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 Paulus		First Name Hannah		M.I. N
Title General manager	Email onestarburgers@gmail.com		Phone 920-207-4786	
Signature 			Date 04/10/25	

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 Paulus		First Name Hannah		M.I. N
Signature 			Date 04/10/25	



Pink lines: Alcohol serving/consumption by customers

Customers will be able to buy/drink alcohol within the full restaurant building, on the outdoor patio seating area, as well as on the property grounds up to the road right of way.

Yellow lines: Alcohol storage, as well as serve/consumption

Alcohol will be stored as well as served/sold / consumed within the restaurant building, as well as in the walk-in cooler + freezer. Both are located at the back of the restaurant building, outside.

Beer/Wine license site plan for One Star Burgers & Dogs | April 20205

AGENDA ITEM 8e

Revised Employee Handbook



STAFF REPORT

REVISED EMPLOYEE HANDBOOK

Date: May 20, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

The Personnel Committee has been working on revising the Employee Handbook. The revised handbook is complete (attached). The committee seeks Board approval of the handbook.



**VILLAGE OF SISTER BAY
EMPLOYEE HANDBOOK**

Adopted by the Village Board : May 20, 2025

WELCOME

The Village of Sister Bay is a friendly, thriving community where residents and visitors alike enjoy the natural beauty of its surroundings enhanced by well-maintained parks, quality services and the natural environment. The unique charm of the Village's waterfront, library and businesses are enjoyed and utilized by all. As Northern Door County's year-round village, it balances the needs of a growing retirement community while attracting and supporting its younger population with a viable economy.

Purpose/Important Facts About This Handbook

The Village of Sister Bay is pleased to present this Employee Handbook containing information in summary form about our workplace, the major benefits available to the employee and the employee's obligations. This handbook is for informational purposes only. Nothing in it constitutes a guarantee of employment or of any right or benefit, nor is it a contract of employment, expressed or implied, and it does not eliminate or change the employment-at-will status of the relationship between the employee and the Village of Sister Bay. This handbook may also be referenced as 'the policy'.

The Village of Sister Bay reserves the right to alter, change, delete, deviate from, suspend or discontinue any part or parts of the policies in this handbook, including but not limited to any employee benefit without prior notice. It is to the employee's advantage to follow the Personnel Committee and Board of Trustee meeting agendas and minutes to be aware of potential changes being discussed. No one other than the Village of Sister Bay Board of Trustees may alter or change any of the policies in this handbook. Any alteration or modification by the Board of Trustees must be in writing. No statement or promise by an elected official, administrator, management staff/supervisor, agent or other representative may be interpreted as a change in policy, nor will any such statement or promise constitute an agreement with any employee.

Should any provision of this handbook conflict with any statute, law, ordinance, regulation, or lawful provisions of a valid collective bargaining agreement to which the Village of Sister Bay is a party, the statute, law, ordinance, regulation or collective bargaining agreement (if any) shall control. Nothing in this handbook shall restrict employees from engaging in any concerted or other activity protected by Wisconsin or federal law.

It is the employee's responsibility to read and become familiar with the information in this handbook and to follow the policies and procedures contained herein. If there are questions regarding the handbook or matters that are not covered in it, please discuss them with the supervisor, who, if necessary, will direct those questions or uncovered matters to the Benefits Coordinator who is contracted or employed by the Village, or the Village Administrator, and get back to the employee in as timely a fashion as possible.

EMPLOYMENT STATUS

Nature of Employment

Except as specified in a valid collective bargaining agreement or an individual employment contract, or as otherwise provided by law, employment with the Village of Sister Bay is not governed by any written or oral contract and is considered an “at will” arrangement. This means that the employee or the Village of Sister Bay can end the employment relationship at any time for any reason.

Employee Classifications

The Village defines an employee as a person who works for the Village of Sister Bay for compensation in the form of wages and excludes unpaid volunteers, independent contractors, elected officials and persons appointed to serve on boards, commissions, or committees. The following classifications are used to determine employee benefits and eligibility for overtime.

1. **Benefited Full-Time** – An employee who is regularly scheduled to work more than 32 hours per week on a regularly scheduled basis for the calendar year. A benefited full-time employee is eligible for those benefits described in this handbook as well as any that are required by law.
2. **Non-benefited Part-Time** - An employee who is generally scheduled to work less than 31 hours per week throughout the year. Non-benefited part-time employees are only eligible for benefits required by law.
3. **Temporary/Seasonal/Casual** - An employee who works full-time or part-time hours on a temporary, sporadic, varying, seasonal, or as-needed basis. These employees are only eligible for benefits required by law.
4. **Exempt** - An employee whose position meets the overtime exemption requirements established by the Fair Labor Standards Act (FLSA). These employees must be paid on a salary basis and are exempt from overtime pay requirements.
5. **Non-Exempt** – An employee whose position does not meet FLSA overtime exemption requirements. Non-exempt employees are paid on an hourly basis and are eligible for overtime pay.

CODE OF ETHICS

Employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between personal interests and those of the organization. The Village expects that the transactions employees take part in are ethical and within the law, both in letter and in spirit.

There is no way to develop a comprehensive detailed set of rules to cover every employment situation. The Village requires employees to act ethically when performing their duties so that their actions will reflect positively on the employee and the Village. The employee must comply with all local, state, and federal laws.

Our policy and state law prohibit employees from engaging in the following conduct, unless it is otherwise specified in this handbook:

1. Soliciting or receiving from any person or acting as a mediator for any fee, gift, or other thing of value in the course of their work, when such fee, gift, or other thing of value is given in the hope or expectation of receiving a favor or better treatment than that accorded any other person.

2. Threatening, using, or attempting to use political influence, or, giving or being in any way involved in giving any money or any other thing of value in return for appointment, promotion, transfer, leave of absence, change in pay or other tangible employment benefit.
3. Engaging in political activity by making use of their position to further the candidacy of any person or engaging in political work during regular work hours. Nothing in this section shall be construed to interfere with the employee's rights outside of normal work hours to become a member of a political club, to attend political meetings, to express opinions on political subjects, and to enjoy freedom from all interference in casting votes.
4. Accepting anything of value from any person, business, or organization, if it may be viewed as a reward for any official action or inaction taken by the employee. State law also prohibits any local public official or public employee from accepting anything of value if it could reasonably be expected to influence official actions or independent judgment. Please speak with the supervisor or the Village Administrator regarding questions, concerns or issues addressed in or related to this policy.

EQUAL OPPORTUNITY, DISCRIMINATION, AND ACCOMMODATIONS

Equal Opportunity and Non-Discrimination

The Village of Sister Bay is an equal opportunity employer. All employment decisions, including but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, and involuntary termination are made without regard to an individual's age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off-duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law.

1. All supervisors will see that the provisions of this section are met. It is also the duty of every employee to help create a work environment that promotes equal opportunity. Employees must report any incident or situation that they believe violates this policy to their immediate supervisor (or, in the event the incident or situation is in regard to the supervisor, report to the Village Administrator (see the *GRIEVANCE PROCEDURE* section).
2. Anyone who engages in unlawful discrimination will be subject to disciplinary action or involuntary termination. The Village will not tolerate retaliation against another person for filing a complaint, reporting alleged discrimination, or participating in an investigation. Anyone who engages in retaliation will be subject to disciplinary action or involuntary termination.

Reasonable Accommodations for Disabilities

The Village of Sister Bay is committed to full compliance with applicable federal and state disability laws (specifically, those outlined in the Americans with Disabilities Act). An employee who is a qualified individual as defined by state or federal law will be provided a reasonable accommodation if one exists that allows the employee to perform the functions of the employee's job unless such accommodation creates an undue burden or poses a direct threat to the safety of the employee or others. The employee should submit a request for workplace accommodations to their supervisor. Any supervisor who receives a request for a workplace accommodation must forward it to the Village Administrator immediately. After receipt of the request, the supervisor or the Village Administrator will meet with the employee to discuss all of the facts and circumstances necessary to make an accommodation determination.

HARRASSMENT POLICY

Overview

The Village is committed to providing a professional work environment that maintains employee equality, dignity and respect. The Village strictly prohibits and will not tolerate discriminatory practices or harassment against its employees based on their protected class status by anyone, including elected officials, supervisors, co-workers, visitors, vendors, citizens or any other persons. Similarly, employees are prohibited from harassing or discriminating against any other persons based on their protected class status.

1. Any protected class harassment is unacceptable and will not be tolerated. Anyone who violates this policy will be subject to disciplinary action or involuntary termination.
2. Harassment includes any conduct, whether verbal, physical, or visual, that is based on a person's protected status, including age, arrest/conviction record, ancestry, color, national origin, race, religion, disability, marital status, military service, pregnancy, childbirth, sex, sexual orientation, off duty use or nonuse of lawful products, or any other characteristic protected by federal, state, or local law. Conduct need not be directed at a particular individual to be considered a violation of this policy. Harassment can take many forms and may include, but is not limited to:
 - Epithets, slurs, or negative stereotyping.
 - Threatening, intimidating or hostile acts.
 - Denigrating jokes.
 - Verbal abuse.
 - Written or graphic material that denigrates or is hostile toward a protected class.
 - Non-verbal conduct, such as staring or making denigrating gestures.
 - Physical conduct, such as stalking, assault, and unwanted touching.

Sexual Harassment

This policy protects all gender employees from sexual harassment. It also prohibits all conduct, whether physical, verbal, written, or visual that is based on gender, including but not limited to:

- Unwelcome sexual flirtations, compliments, advances, requests, or propositions.
- Unwelcome touching, patting, pinching, brushing against another's body, attention to an individual's body, or physical assault.
- Any statements or referencing one's sexuality, gender, gender identity or sexual experience, and sexual gestures, innuendoes, suggestions, "kidding," "teasing" or jokes.
- The display of sexually related or suggestive pictures or objects, including emails or other computer images.
- Sexual conduct which the Village Administrator or Personnel Committee determines could be cause for other uninvolved employees who observe it to become uncomfortable. (In such circumstances, the uninvolved employees must file a related report with their immediate supervisor.)

DISCRIMINATION AND/OR HARRASSMENT COMPLAINT PROCEDURE

Overview

The Village is committed to maintaining a workplace free of discrimination and harassment and takes all complaints or reports of harassing or discriminatory conduct by or against any of the Village's employees, supervisors, elected officials, visitors, vendors, citizens, or any other party seriously. The timely reporting and prompt effective resolution of complaints is crucial to preventing and ending prohibited conduct; and, therefore, the following procedures are in place to address prohibited conduct:

- If the employee believes that they have experienced or witnessed conduct that violates this policy, it must be reported as soon as possible to their immediate supervisor or the Village Administrator.
- Do not bring the complaint to the immediate supervisor first if the supervisor is the subject of the complaint, or if the employee feels more comfortable bringing the matter to the attention of one of the other designated representatives identified above.
- Please see the *GRIEVANCE PROCEDURE* section for further information.

Investigations and Remedial Action:

- All complaints will be promptly and thoroughly investigated. If necessary, the Village will contract with a third party to conduct the investigation.
- The Village will take corrective action designed to end any harassment or discrimination in the workplace and prevent it from recurring.
- Corrective and preventive action may include the imposition of discipline or involuntary termination, training, referral to counseling, monitoring, demotion or reassignment, or any other action deemed appropriate under the circumstances. The Village will make follow-up inquiries to ensure that the harassment or discrimination has not resumed.

The Village recognizes that false allegations of harassment or discrimination may have a serious impact on innocent individuals and will take appropriate action against anyone who makes a false claim of harassment or discrimination.

Confidentiality

The Village understands that matters of harassment or discrimination can be sensitive, and when possible, will keep complaints and related information in confidence. Disclosure will occur only when necessary to investigate and resolve the matter and when required by law.

Retaliation

Any employee who reports harassment or discrimination, files a complaint, or takes part in an investigation, is protected from any retaliatory action. No reprisal or adverse action will be taken against the employee for coming forward or participating in the investigatory process. If an employee believes they have been the subject of retaliation, even if the behavior is subtle or the employee is unsure that the conduct is retaliation, they should report it immediately to their supervisor, the Village Administrator, or, if applicable, the Chair of the Personnel Committee. Anyone who violates this retaliation prohibition will be disciplined or terminated.

EMPLOYEE BEHAVIOR AND CONDUCT

To ensure orderly operations and provide the best work environment, the Village expects all employees to conduct themselves in a manner that is respectful and will protect the interests and safety of all employees and the organization at all times. This handbook cannot address every conceivable circumstance that may arise. The Village considers all of its employees to be professionals, and employees are expected to exercise responsible judgment.

The Village reserves sole discretion to determine when certain behaviors, conduct, decisions, etc. are inappropriate, even if they are not expressly prohibited or addressed in this handbook. The consequences for any infraction will depend on all relevant circumstances and may include discipline or involuntary termination as the Village determines appropriate.

Appearance and Demeanor

The Village expects their employees to represent the Village in a professional manner while performing their duties. All Village employees have contact with people in the community who are either residents or visitors and will create lasting impressions with them by their interactions and by the observations of their work performance. All Village employees are encouraged to present a positive image and demonstrate an interest in their work. All employees are expected to be neat and clean in appearance and to dress in a manner appropriate to the nature of their position. Utilities Department and Parks and Streets Department employees will wear designated clothing and items provided by the Village during their on-duty hours. Uniform clothing and dress are described in detail in the *Clothing Allowances and Expectations* section of this handbook.

Personal Appearance

As a Village of Sister Bay employee, personal appearance reflects on the village. The Village expects employees to present themselves for work in a professional, presentable, modest, well-groomed manner at all times. Employees are required to adhere to the guidelines of the Safety Policy to the extent they apply to their position. Depending on considerations of individual departments certain employees may have to meet special dress, grooming, and hygiene standards that may be required for health or safety reasons, customer and public contact, or other professional/service considerations.

Misconduct

It is not possible to list all the behavior that is unacceptable. The list below is illustrative and is not intended to be all-inclusive. These are examples of infractions that may result in disciplinary action or involuntary termination:

1. Harassment, discrimination, or any violation of federal civil rights laws.
2. Any form of theft, dishonesty or inappropriate removal, use or possession of property. Theft includes the purposeful falsification of time reporting, misuse of PTO, use of Village property for personal use, or other misuse of taxpayer funded time or equipment for a use not intended.
3. Falsification of records or documents.
4. Any form of violence.
5. Verbal or physical abuse; discourteous, disrespectful, insulting or inflammatory language or conduct, offensive behaviors, intimidation, or any other form of behavior that could be deemed "bullying" towards another person.
6. Negligence or improper care or conduct leading to ill-maintenance or damage of Village-owned property or property belonging to others, or injury to another person.
7. Insubordination or other failure to follow directives or instructions.
8. Violation of safety rules and policies or health rules.
9. Smoking in prohibited areas or Village-owned buildings, equipment or vehicles.
10. Possession of dangerous or unauthorized materials, such as explosives or firearms.
11. Unacceptable attendance record, including habitual tardiness and absenteeism.
12. Unauthorized use or misuse of telephones, the Village's mail system, computers, social media or other Village-owned equipment.
13. Unsatisfactory or inappropriate performance or conduct.
14. Disclosure of statutory or confidential information.

15. Being disrespectful to others while on duty.
16. Sleeping on the job.
17. Not performing at the level expected or paid.
18. Gambling or creating a lottery with Village equipment or while being paid with taxpayer dollars.
19. Procuring legal favors.
20. Violation of any other policies/rules in this handbook.

Conduct

On or off-duty conduct which may result in an employee being disciplined may include the following:

1. Conduct that adversely affects the morale or efficiency of the department.
2. Behavior that adversely affects the employee's job performance or the willingness of other employees to work with the employee.
3. Conduct that destroys public respect or confidence in the employee, department or provision of and operation of municipal services.
4. Conduct that substantially relates to job performance and/or completion of job duties.

Gifts and Gratuities

Marina, Ice Rink Attendants, and Shuttle Bus gratuities shall only be accepted if unsolicited and as allowed by law. No other full-time, part-time, seasonal or casual employee shall solicit or accept any gift, campaign contribution, gratuity, service, promise of work, entertainment, loan, or other item of monetary value from a person or entity who has or is seeking activities or service from, or which are regulated by the Village. Employees will need to determine whether the provider expects a service in return for the gift. Holiday gifts sent to departments from contractors can be accepted, provided the contractors annually send the gifts to similar departments as a 'thank you' for work performed throughout the year; and provided the anticipated value of the gift does not exceed Fifty and 00/100 (\$50.00) Dollars. Employees attending meetings, seminars and conferences while representing the Village will be allowed to accept items that are given away to attendees and offered to all participants at the event, provided the item(s) secured do not exceed an estimated value of \$50.00. If the item(s) given away to attendees and offered to all participants at an event exceeds \$50.00, acceptance of it shall respectfully be declined, returned, or given to a non-profit serving Sister Bay.

Failure to Obey Medical Orders

An employee may be disciplined or terminated for failure to follow the medical orders issued by their medical practitioner. Failure to abide by the orders could put the employee, other employees, or the public at risk and will not be tolerated.

1. Employees shall obey their medical practitioner's orders and shall promptly notify their supervisor of any restrictions or instructions that have been imposed by their medical practitioner. They also must inform their immediate supervisor of the fact that they have been prescribed medications that could affect their ability to perform their assigned tasks.
2. When there is a concern that an employee's health may affect their ability to perform essential job functions or will create a safety risk, the Village may require a medical examination, at Village

expense. The Village will keep all medical information confidential, and the employees' privacy will be protected.

Confidential Information

Employees may have access to confidential Sister Bay, resident, personnel or other sensitive information as a part of their job duties. The protection of confidential information is vital to the Village's interests, and to the interests of its employees and citizens. Employees shall not disclose any confidential information to any Village of Sister Bay employees who do not have a legitimate business need to know such information, or to any persons outside the Village of Sister Bay organization, without the written authorization of the Village Administrator. If an employee receives a request for information that they know or should know is confidential, whether they are on or off duty, that employee must direct the person asking for the information that they must submit a written request to the Village Clerk. No confidential information concerning any citizen may be released to an unauthorized person or agency without the signed consent of that citizen. This section does not apply to individuals filing complaints about a property for which the Village provides service to, such as a property regulated by the Zoning Code - Chapter 66 of the Municipal Code.

DRUG AND ALCOHOL-FREE WORKPLACE

The Village maintains a drug-free and alcohol-free workplace. Accidents, injuries, absenteeism, decreased productivity and property damage can result if an employee is under the influence of drugs, alcohol or other substances at work. Employees may be disciplined or fired if they are found to be under the influence of alcohol, drugs, or other substances which can impair performance and judgment, even if residual when they are working.

Conduct and Discipline

Employees must report to work free of drugs, intoxicants, alcohol, narcotics, or any other controlled substances. Employees may be disciplined, up to and including involuntary termination, for the possession, consumption, not being free of, being under the influence of, or the use of any drugs, drug paraphernalia, intoxicants, alcohol, narcotics, or any other controlled substances, on or about Village premises at any time they are on duty.

If an employee is taking any medication that affects judgment or could affect performance, that fact should be brought to the attention of that employee's immediate supervisor immediately. Prescription drugs will only be tolerated in the workplace if they have been prescribed by a licensed medical provider and do not interfere with the performance of job duties.

Under certain circumstances, and when the Village has a reasonable suspicion that an employee is violating this rule, the Village may require an employee to undergo a drug and/or alcohol test. The employee will be referred to a certified testing laboratory for completion of the test. Depending on the seriousness and circumstances of the offense, and at the Village's sole discretion, an employee who tests positive for drugs and/or alcohol may be referred to counseling, rehabilitation or an employee assistance program. Refusal to cooperate may result in discipline, up to and including termination. This shall not restrict employees from having alcohol in sealed containers in their private vehicles.

A violation of any of the following rules may result in disciplinary action or involuntary termination:

1. Employees are prohibited from using, possessing or dispensing alcohol or controlled substances/illegal drugs or drug paraphernalia on any Village owned property while performing their job duties, while engaging in a Village sponsored activity, or while representing the Village.
2. Employees are prohibited from reporting for or remaining on duty or performing assigned job duties while under the influence of alcohol or a controlled substance/illegal drug, or having the level of alcohol or an illegal drug/controlled substance in their system which would prohibit them from legally operating a vehicle.
3. Employees may not bring or consume prescription drugs that are not prescribed for them, or that impair their ability to do their job in the workplace. If a prescribed medication could affect job performance and/or safety employees must notify their supervisor or the Village Administrator of that fact before engaging in any work.
4. Criminal convictions for manufacturing, distributing, dispensing, possessing or using controlled substances/illegal drugs in the workplace must be reported in writing to the immediate supervisor or the Village Administrator no later than five (5) calendar days after such conviction.
5. Employees may not use any alcohol within eight (8) hours following an on-duty accident.
6. If applicable, employees must comply with any requirements for treatment, after care, and return to duty.
7. The Village may request employees to voluntarily submit to a blood test to verify the presence or absence of alcohol or drugs in their bloodstream.
8. The Village reserves the right to perform routine, random drug and alcohol testing to ensure Village-owned vehicles, equipment and property are not being operated by employees who are under the influence of alcohol, illicit drugs, or non-prescribed controlled substances. Said tests shall be administered at Prevea Occupational Health in Sturgeon Bay at a date and time selected by the Village and will be paid for by the Village. Any employee refusing to submit to a drug and/or alcohol test when directed to do so, under circumstances consistent with this policy, will immediately be placed on suspension pending investigation. Employees may not engage in any conduct that prevents completion of a test, or provide false information when tested, or attempt to falsify a test result.

Employee Assistance Program (EAP)

Employees are encouraged to voluntarily seek professional, confidential assistance for alcohol and drug issues. Contact and other information for the EAP provider can be obtained at the Village Administration Office, by contacting the Benefits Administrator, or by reviewing the benefits information provided at time of hire. Employees are also encouraged to utilize any programs offered by the Village's insurance programs.

Testing

The Village of Sister Bay may require drug and/or alcohol testing under the following circumstances:

1. **Pre-Employment:** As part of the evaluative procedure for new or returning employees, including seasonal employees, whether full-time or part-time, or employees transferring between departments. Said testing may be conducted upon a conditional offer of employment.
2. **Reasonable Suspicion:** "Reasonable suspicion" means observations of objective facts sufficient to lead a prudent person to conclude that the employee may be under the influence or have a prohibited substance in their system. Unless restricted by state or local law, the Village also requires drug and alcohol tests for any employee who appears to be impaired or working under the influence of alcohol or chemical substances. This could occur at any time determined necessary by management due to observed employee actions such as abnormal coordination, appearance, behavior, slurred speech,

odor, excessive tardiness, absenteeism, or as a result of other credible information. Any member of management who is concerned about the behavior or appearance of an employee will attempt to have these observations confirmed by another member of management. If observation by management is not possible, a drug and alcohol test may still be requested for the employee in question. If impairment is suspected, the employee will be transported by a member of the management team or by the use of a transportation service paid for by the Village. Before any test is administered, employees will be notified in a private setting of the reason for the supervisor's concern and will be given an opportunity to explain their unusual actions, behavior, or appearance. Testing shall occur at Prevea Occupational Health in Sturgeon Bay, or current provider.

3. Post-Accident/Work Related Incident: The Village may require drug or alcohol testing following a work-related incident/accident.
4. Random: Drug testing may be required on a random, routine basis for those in any safety sensitive positions.
5. Return-to-Duty: Any employee found to have violated this policy and who is allowed to return to work may be required to test prior to returning to duty, and then randomly thereafter, for a one-year period. Notwithstanding any provision herein, this policy will be enforced at all times in accordance with applicable laws.

DRIVING REQUIREMENTS AND PRACTICES

The following policies cover operation of all Village of Sister Bay vehicles and personal vehicles used while performing the employee's job duties. The Village reserves the right to make specific decisions regarding an employee's ability to drive based on the particular circumstances of the situation.

1. Employees assigned Village of Sister Bay-owned vehicles are to use those vehicles for official business only; the Village does not permit personal use of any Village vehicles or equipment that can be driven on a public road.
2. Any employee using a Village-owned vehicle, or equipment that can be driven on a public road, shall follow safe driving practices and will comply with all federal, state and local laws governing operation of motor vehicles and rules of the road. This includes taking all steps to ensure their total concentration and safe operation of vehicles.
3. Smoking and vaping is prohibited in any Village of Sister Bay vehicles; there are no exceptions.
4. Employees may not manipulate radios, telephones, tablets, or other equipment while driving Village-owned vehicles. They also may not talk on cell phones while driving Village-owned vehicles, unless using a hands-free device or an emergency renders the use of such device impractical.
5. Employees may not take their eyes off the road while driving a Village-owned vehicle.
6. Employees may not operate any Village-owned vehicles or equipment that can be driven on a public road when their ability to react is impaired.
7. Employees may not text in any manner on a cell phone, smart phone, tablet, or other device.
8. Employees must keep the headlights and seat belts on at all times.
9. Employees must abide by all provisions of the Drug-Free and Alcohol-Free Policy in this handbook, meaning if alcohol or substances are still in their bloodstream from the previous evening, the employee may be legally impaired and may not be able to legally operate the vehicle or equipment.
10. In order to drive while they are on duty employees must maintain an acceptable driving record. Employees must report all infractions or violations incurred while driving, whether during work time or personal time, to their immediate supervisor. The Village may check driving abstracts through the Wisconsin Department of Motor Vehicles.
11. If any employees use their personal vehicles to perform their job duties, they must carry insurance

coverage as required by Wisconsin law.

12. As soon as an employee determines that a Village of Sister Bay vehicle is inoperable, unsafe, or damaged they must inform their immediate supervisor of that fact.
13. Employees are responsible for the cleanliness of all Village of Sister Bay vehicles that they operate.
14. If the gas tank is less than half full, employees shall return the vehicle with a full tank of gas.
15. Employees shall not permit any non-employees to drive Village-owned vehicles or equipment, nor can any unauthorized persons ride in Village-owned vehicles.
16. If an employee is involved in an accident while on duty, they must:
 - a. Stay at the scene of the accident and turn on the four-way flashers of the Village-owned vehicle they were operating.
 - b. Immediately contact law enforcement officials as well as their immediate supervisor, or, if the supervisor is unavailable, the Village Administrator.
 - c. When requested, provide their name, address and Village of Sister Bay affiliation, and show their driver's license and proof of insurance to the other party who was involved in the accident as well as the law enforcement officer who responds to the scene of that accident. It shall be the supervisor's responsibility to ensure that proof of insurance is maintained in all Village-owned vehicles at all times.
 - d. Upon returning to work after being involved in an accident with a Village-owned vehicle, all affected employees must obtain and complete the required worker's compensation and incident report forms from their immediate supervisor(s), who will see that those forms are provided to the employees in the Administration Office.

HOURS OF WORK, ATTENDANCE AND PAY POLICIES

Work Hours

For most full-time staff, the regular work week will be 40 hours, excluding meal periods, performed in five, eight-hour workdays Monday through Friday. Specific hours of work shall be decided by the immediate supervisor. A supervisor may set a rotational schedule for Utilities Department and Parks and Streets Department employees to ensure routine weekend work is addressed, such as cleaning restrooms in the parks; said rotation schedule may result in overtime hours worked beyond the normal 40-hour work week, but time worked shall be the minimum required to perform the rotational duties to minimize overtime. Rotational hours are considered anticipated routine work to be performed and may require an employee to be called back to work, if needed.

- Supervisors may authorize variations in an employee's work schedule to accommodate their departmental needs, or to eliminate or reduce overtime.
- Non-Exempt Employees: Hourly employees cannot perform any work during their unpaid lunch period without specific authorization from their immediate supervisor. If work is authorized, then the entire lunch period must be included as hours worked on the employee's timecard. Unless they are performing official business, employees may not leave the workplace (i.e. return to their homes) unless they are on their unpaid lunch break and may not use a municipal vehicle to do so. Unpaid time begins when the employee leaves the worksite.
- Exempt Employees: The Village expects exempt employees to work a normal full-time, 40-hour work week and any additional hours required by workload, which can include special and regular meetings and events outside of normal hours. In return, the employee may occasionally take time off without using time from their accrued leave banks when the workload of the office permits, provided the employee informs their immediate supervisor that they will be leaving. This flexibility is not an accrued benefit, nor does it constitute compensatory time; use of personal time on an hour-for-hour basis for time worked in excess of a 40-hour work week is not permitted by exempt employees.

On Call/Call Back

All employees are always on call; that is, when emergencies require it, any and all of them may be recalled to work at hours during which they are normally off duty. "On Call" will refer to the order in which employees are contacted, when the need for unforeseen work or an emergency arises. The order in which employees are contacted will rotate according to a schedule set by the supervisor. If a Parks & Streets employee or Utilities Department employee is scheduled to work on a rotational basis, the days they work on that rotational schedule will also be the days they are considered "On Call".

For "On Call" employees scheduled to work "On Call" that require the employee to remain within a reasonable response time distance of the Village, they will be compensated twenty-five and 00/100 (\$25) dollars per day. Examples of situations where an "On Call" employee would be compensated twenty-five and 00/100 (\$25) dollars per day include Utilities Department employees, and Parks and Streets Department employees needed to remove snow, address flooding, or similar circumstance where the employee is expected to remain close to Sister Bay to be able to respond to an emergency.

With the exception of the Utilities Department, the term "On Call" does not imply the need to remain constantly available for contact by phone, or the need to remain in close proximity to the workplace. Compensation for calls to work during periods when the employee is at the head of the "On Call" rotation will be normal overtime, assuming the normal 40 hours for the week have actually been worked.

In recognition of the impact that "On Call" status has upon Parks & Streets employees and Utilities employees, the Village will pay \$25 per day for an employee scheduled to be "On Call" for holidays. This shall be in addition to any holiday pay or call-in overtime actually worked, which will be paid in accordance with standard overtime pay policies identified herein.

If the employee at head of the rotation schedule is unable to come back to work for an emergency, the employee that is actually called back shall be entitled to the \$25 per day "On Call" pay.

Timekeeping for Non-Exempt Employees, Including Part-time, Seasonal and Casual Employees

Non-exempt staff shall maintain a daily attendance record in the format provided by the Village. This record shall reflect the employee's daily start and end times, including start and end times of their lunch period, overtime hours worked, "On Call" time, and all absences for vacation, illness, holidays, use of compensatory time, etc.

Employees must keep an accurate record of their time. If manual timekeeping is required, employees must certify the accuracy of their time report by signing it and submitting the documentation to their immediate supervisor, or by forwarding it by email for approval to their supervisor. The supervisor must sign the completed time reporting form to verify the hours claimed. If an electronic time-keeping process is implemented, employees must accurately input their time; any errors or deviations from the time reported shall be discussed with the supervisor, and if warranted, the supervisor may make changes to the electronic report. If any corrections or modifications are to be made, both the employee and the supervisor must verify the accuracy of the changes by initialing the record at the time or by email to verify that the employee is aware that a change has been made.

- Reportable hours include any work performed in or out of the office, or outside of normal work hours, including but not limited to, texting necessary in the employees' duties, checking email or doing

other job-related computer work, or phone calls. Supervisors are not to knowingly permit employees to perform work without recording the time. Failure to record time worked violates wage and hour laws as well as the Village's policies and could lead to disciplinary action. Improper time reporting may be viewed as the dishonest reporting of time and the individual may face disciplinary action or involuntary termination; gross inaccurate reporting may be viewed as theft of taxpayer dollars and appropriate action may be pursued.

- Employees must get permission from their immediate supervisor before working in excess of any scheduled hours or overtime. Failure to obtain advanced approval in excess of the scheduled hours or overtime may result in disciplinary action.
- Accrued paid leave, if applicable to the employee, must be used if they are absent from work during their normal work hours. Employees may only take time off unpaid with approval from their immediate supervisor; employees will not be allowed an unpaid absence for the purpose of avoiding the use of accrued paid leave.
- Altering, falsifying, tampering with time records, or recording time on behalf of another without authorization from a supervisor, is prohibited and will lead to disciplinary action.

Time-Keeping for Exempt Employees

Exempt employees must report use of accrued and personal time taken using an exception report form or by utilizing an electronic time-keeping process, if implemented. If an electronic time-keeping process has not been implemented, such time must be reported in paper format and signed by the employee and approved by the Village Administrator.

Attendance

The Village requires regular attendance of all employees. Excessive absenteeism and tardiness interfere with the delivery of services and is prohibited.

- **Reporting Absences/Tardiness.** If an employee will be absent from or late for work, they must notify their immediate supervisor prior to the normal start of the work day. The employee must indicate a reason and an expected return to work time and/or date. If the return to work date or time changes, the employee must notify their immediate supervisor of the new date and time as soon as possible.
- **Work Release.** Whenever the supervisor believes that a work release from an employee's doctor is necessary to ensure that it is safe for the employee return to their job, or if the employee's return will include certain restrictions that may require accommodation, the employee will be asked to provide a doctor's report. The Village may also request a doctor's report or fitness for duty certification in cases of suspected sick leave abuse or to determine fitness for duty when needed.
- **Leaving During Work Hours.** Unless there is an emergency, employees must get permission from their immediate supervisor prior to leaving during work hours.
- **Seniority.** Seniority and the employment relationship shall be ended if employees:
 - Are absent from work without notification to their immediate supervisor or other member of management (unless the employee cannot notify the Village for a valid reason); or,
 - Fail to report for work at the termination of an authorized leave of absence.

Overtime

The Village does not permit overtime without prior authorization from an employee's immediate supervisor. If an employee works overtime hours without pre-authorization, they will be subject to disciplinary action. Supervisors shall assign overtime work only as necessary and when circumstances prevent the accommodation of additional work through reassignment of work priorities or the rescheduling of hours within the same work week. In an effort to reduce overtime, should weekend work be required, the supervisor may adjust the employee's normal work schedule to accommodate the

weekend work.

Non-exempt employees shall receive overtime pay for any hours worked over 40 hours in a work week. The Village's work week begins at 12:00 a.m. on Sunday and ends at 11:59 p.m. on Saturday. The Village uses only hours worked in calculating overtime and does not calculate time spent travelling to perform the duties required for rotational work. Time spent traveling for call back work or work-related activities (attending training sessions, conferences, etc.) does count toward hours worked. Paid time off does not count towards hours worked. Overtime will be calculated separately in each work week of the pay period. The Village pays overtime at 1.5 times the employee's regular rate of pay.

Compensatory Time

Non-exempt full-time employees may elect compensatory time instead of overtime pay subject to the provisions of this section. This selection must be made within the week in which the time is earned.

- Employees will receive compensatory time at the rate of 1.5 hours for each 1 hour of overtime worked. No more than 80 hours of compensatory time, herein referred to as the "Maximum Accumulation Cap", may be accumulated in the employee's bank per calendar year. Any overtime hours worked beyond the maximum will be paid as overtime compensation. Unused compensatory time will be paid out at the end of the calendar year at the rate at which it was earned; compensatory time does not carry forward to the subsequent year.
- Employees must seek permission to use compensatory time from their immediate supervisor. Employees may use such time within a reasonable period after making the request if use of the time does not unduly disrupt the operations of the department. Likewise, supervisors may require employees to use compensatory time within a reasonable period after receiving notice to do so.
- An employee who has accrued compensatory time off shall, upon voluntary or involuntary termination of employment, be paid for the unused compensatory time at the wage rate in effect during the year in which the compensatory time was earned.

Resignation/Retirement/Final Pay

- Notice and Return of Property. Should an employee decide to leave their job, the Village requests that they provide their immediate supervisor with at least 2 weeks' notice prior to their last day on the job. If an employee will be retiring, the Village requests that they inform their immediate supervisor of that fact at least 30 days prior to retirement or as far in advance as possible. Employees who provide the requested notice will be considered to have resigned in good standing.
- Exit Interview. Village officials request that prior to leaving employment with the Village all employees meet with the Village Administrator to participate in an exit interview. If requested by an employee, exit interview information will be considered confidential, and may only be shared with the members of the Personnel Committee during an executive session. It is possible that confidential information that is obtained during exit interviews may be generalized and entered into a document that summarizes all of that information, so that concerns raised by former employees can be addressed, and, if deemed to be appropriate, adjustments can be made to Village operations and policies.
- Village Property. On their last official day of employment with the Village employees must turn in all Village of Sister Bay property to their immediate supervisor, including any keys they have for Village buildings.
- Pay at Termination (whether voluntary or involuntary). The Village will see that employees who leave for whatever reason are fully compensated for all earned wages, earned compensatory time,

and earned PTO time, less applicable withholding, on their last official Village paycheck.

TIME OFF AND LEAVE OF ABSENCE POLICIES

Holidays

The following paid holidays will be granted to all full-time benefited employees, and the Village of Sister Bay offices will be closed on these days.

1. New Year's Day
 2. Memorial Day
 3. Independence Day
 4. Labor Day
 5. Thanksgiving Day
 6. Day after Thanksgiving
 7. December 25th
- Whenever one of the above-designated holidays occurs on a Saturday, the Friday immediately preceding shall become the official holiday. Whenever a designated holiday occurs on a Sunday, the Monday immediately following shall become the official holiday.
 - Whenever a supervisor or the Village Administrator determine that it is necessary for a non-exempt employee to work on a holiday, as part of their rotational schedule to continue essential services, compensation for the actual hours worked shall be at the rate of two (2) times the employee's regular rate of pay.

Paid Time Off (PTO)/Sick-Time

PTO is available to all full-time employees. PTO includes vacation, sick leave, personal time, emergency or bereavement leave, and time off to care for dependents. Paid Time Off (PTO) is earned bi-weekly on the following basis:

<u>Completed Years of Service</u>	<u>Accrual Rate</u>	<u>Max Accumulation</u>
0 - 4.99 years	20 days (6.15 hours per pay period)	40 days
5 - 14.99 years	26 days (8 hours per pay period)	40 days
15+ years	31 days (9.53 hours per pay period)	41 days

Employees continuously employed full-time by the Village of Sister Bay who were hired prior to 2015 earn PTO on the following basis*:

<u>Completed Years of Service</u>	<u>Accrual Rate</u>	<u>Max Accumulation</u>
8 - 14.99 years	29 days (8.92 hours per pay period)	40 days
15+ years	34 days (10.46 hours/pay period)	44 days

*Sick leave balances will be put into an account to be used to fund the Long-Term Disability elimination period (or as allowed by the Village-paid Long-Term Disability Policy) or for up to 5 days of emergency leave. Upon termination, up to 30 days of remaining sick leave may be converted to cash at 50% of the hourly rate in effect in December 2014 by full-time employees who have completed twenty (20) or more years of service.

Time off must be scheduled in advance in increments of at least one hour and approved by the supervisor

except for illness and emergencies. Approval of PTO requests will be based on seniority, staffing needs, and workload.

A supervisor may require a doctor's note from the employee for leaves due to illness that last for more than three (3) days.

Long-term disability must be applied for when illness is expected to last more than seven (7) days. PTO may be used to fund the elimination period (or as allowed by the Village-paid Long Term Disability Policy). Upon termination, ten (10) days of PTO will be deducted if two weeks' notice is not given. Any remaining balance earned, but unused, up to the maximum accumulation will be paid out upon termination or retirement.

Personal Days

Annually, all full-time employees shall be provided twenty-four (24) hours of personal time to use at their discretion. Personal time shall be scheduled and approved by the supervisor. Any personal time not used by December 31st of the year shall be paid to the employee in the subsequent pay period or as accounting practices dictate.

Military Leave

The Village supports the military obligations of employees, and grants leave for uniformed service under applicable state and federal laws. If an employee needs time off for uniformed service, they shall immediately notify their immediate supervisor of that fact. If an employee cannot provide notice before leaving for uniformed service, a family member should notify the employee's immediate supervisor that they need time off for uniformed service as soon as possible. Upon return from military service, the Village will grant any affected employees seniority, pay, and benefits as required by applicable state and federal laws. The Village will consider failure to report for work within the prescribed time periods after return from military service to be a voluntary termination of employment.

Jury or Witness Duty

If an employee is directed by a court of law, or compelled by subpoena to perform jury duty or to appear as a witness in a legal proceeding on a scheduled workday, they shall be granted time off without loss of pay to cover their regular work hours. The Village will consider the employee to be a witness only where they are not a party and are compelled to attend by subpoena. The employee's status for the purpose of determining seniority, status, responsibility, and salary shall be unaffected by jury duty or witness leave.

- Should an employee be required by subpoena to appear as a witness in any legal proceeding that arose out of, or is related to, their job duties with the Village, they will be paid for such time, even if that time is outside of their normal work hours.
- The employee must submit any stipends they receive for attendance at jury or witness duty to the Finance Director/Village Treasurer's office. The employee may keep reimbursements they receive for parking or mileage.
- Employees are to indicate jury, court, or deposition hours on their timecards.

Voting Leave

The Village encourages all employees to exercise their right to vote. If an employee is eligible to vote and

wishes to do so during the workday, they may take up to two (2) consecutive hours of voting leave with pay on Election Day, but they must first obtain permission to utilize such leave from their immediate supervisor, and, if the leave is taken during the work day, they must return to work as soon as they have actually voted.

Bone Marrow and Organ Donation Leave

The Village has opted to offer leave consistent with the Wisconsin Bone Marrow and Organ Donation Leave Act which allows an employee to substitute paid or unpaid leave consistent with FMLA for an employee serving as a bone marrow or organ donor. The employee is allowed up to six (6) weeks leave in a 12-month period, provided the employee provides their immediate supervisor with written verification they are to serve as a bone marrow or organ donor. Leave may be taken only for the time period required to undergo the donation procedure and associated recovery time. For more information refer to the Wisconsin Department of Workforce Development, Civil Rights section.

Family and Medical Leave

Wisconsin's Family and Medical Leave Act (FMLA) provides unpaid leave for an employee's serious health condition, the serious health condition of a parent, child or spouse, or for the birth or adoption of a child. A serious health condition is defined as a disabling physical or mental illness, injury, impairment or condition involving inpatient care or outpatient care that requires continuing treatment or supervision by a health care provider. The Village permits an employee to take up to two (2) weeks of leave for their own serious health condition in a *calendar* year, up to two (2) weeks for the serious health condition of a parent, child or spouse, and up to six (6) weeks for the birth or adoption of a child. The leave may be taken as needed in blocks or intermittently as needed by the employee. During the leave period, the employee's health insurance remains in effect as it existed prior to the leave. The employee is not paid during the leave but may use accrued PTO. When the employee returns from leave, they are guaranteed their same position or an equivalent position. The Village does require the employee to provide a medical certification of the need for the leave; and the employee shall make all reasonable attempts to notify their immediate supervisor, in writing, of the request for the planned leave in advance or as reasonably and practical as possible. More information is available from the Wisconsin Department of Workforce Development, Civil Rights.

The Federal Family and Medical Leave Act (FMLA) is slightly different and provides for twelve (12) weeks of leave in a *12 month period* for the birth of a child and to care for the newborn child within one year of birth; adoption or foster care for a newly placed child within one year of placement; care for the employee's spouse, child or parent with a serious health condition; a serious health condition that makes the employee unable to perform the essential duties of the job; or any qualifying event under the Federal FMLA Act. Also covered is twenty-six (26) work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent or next of kin (considered military caregiver leave). In order to qualify for federal FMLA the employee must have actually worked one thousand two hundred fifty (1250) hours during the 12 months prior to the start of leave. More information is available from the U.S. Department of Labor, Wage and Hour Division.

Be educated about FMLA and what it covers – it may cover anxiety, depression, postpartum depression, and other conditions, if they meet the definition of a "serious health condition".

Wisconsin and Federal FMLA coverage runs concurrently with the employee being entitled to the protections provided by law which afford them the most favorable terms.

All paid PTO or other leave offered by the Village runs concurrently with FMLA leave. If an employee on FMLA leave exhausts all their leave balances, but needs additional leave, other Village employees can donate a portion of their accrued time off to the employee, but shall leave at least eighty (80) hours in their accrual bank for their own potential emergencies.

Generally, an employee cannot be terminated for taking leave; however, there may be exceptions. For example, if there were documented disciplinary or performance issues prior to the employee's leave, or, the village had discussed reducing staff levels in the department prior to the leave.

Bereavement Leave

Bereavement leave is not mandatory in the State of Wisconsin, but the Village has decided to provide up to three (3) days of paid leave following the death of a close family member. For purposes of this benefit, 'close family member' includes the employee's spouse or domestic partner, child or stepchild, or employee's parents or the domestic partner's parents.

EMPLOYEE BENEFITS & RIGHTS

In an effort to attract and retain employees, the Village offers an attractive benefits package to eligible employees (eligibility is determined by each program). An employee can enroll for the benefits at time of hire, and the effective date of the benefit varies by program. Annually the Village offers an open enrollment period when an employee can change their coverage. A qualifying event, such as a marriage, divorce, etc. would make an employee eligible to change their coverage outside of the open enrollment period. The Village contracts with an HR Consultant to administer the Village's benefits; for questions about benefits ask the Village Administrator, who in turn will connect the employee with the Benefits Administrator.

There are also well-known civil rights laws incorporated into this Handbook, such as anti-discrimination laws, equal opportunity laws, harassment laws and laws for Americans with disabilities, but there are laws the Village wants to share with their employees to guarantee employees are treated fairly and given the greatest environment for success; those rights are included below with the list of benefits offered to employees. The list below is not exhaustive and subject to change at any time based on business needs and associated costs.

COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue insurance coverage under the Village's plans when a "qualifying event" results in the loss of coverage. Under COBRA, an employee or their dependents pay the full cost of coverage at the group rates, plus an administration fee.

An employee who has had their hours reduced or employment terminated for any reason other than gross misconduct may continue their group coverage up to eighteen (18) months; during this period any spouse or dependent previously covered remains covered. A spouse and the dependents may opt to continue

coverage up to thirty-six (36) months upon the death of the employee, divorce or loss of dependent status due to age or the employee's eligibility for Medicare. For more information contact the Wisconsin Office of the Commissioner of Insurance, or the Wisconsin Department of Employee Trust Funds, who oversees many benefits for employees and our retirees.

Deferred Compensation

The Village offers the Wisconsin State Deferred Compensation Program to supplement the employee's retirement income. Participation in the program is voluntary and 100% funded by the employee through payroll deduction in the amount the employee authorizes.

Employee Assistance Program (EAP)

The EAP is offered to all employees at no cost to them. It is a completely confidential counseling program that offers support through short-term counseling issues.

Health, Dental and Vision Insurance

The Village provides group health, dental and vision insurance to eligible employees. Insurance is effective on the first day of the calendar month following the employee's start date. Plan details are set forth in separate plan documents issued when the employee becomes eligible to participate. The Village reserves the sole discretion to determine what insurance and level of benefits to offer. The employee may be required to contribute toward the cost of the monthly premiums as established by the Personnel Committee and contributions will be deducted through payroll.

Health Savings Account (HSA)

A Health Savings Account (HSA) is type of savings account that lets an employee set aside money on a pre-tax basis to pay for qualified medical expenses. By using untaxed dollars in a HSA to pay for deductibles, copayments, coinsurance, and some other expenses, the employee may be able to lower their overall health care costs. For employees who choose the HSA-compatible health insurance plan, the Village will contribute 100% of the in-network deductible (pro-rata if joining mid-year) for a Single Plan HSA, and a portion of a Family Plan based on annual IRS contribution limits. The employee, based on plan type, is able to deduct additional pre-tax money from their paycheck to add to their HSA up to the annual IRS maximum. An HSA is a savings account and rolls over from year to year; there is no "use it or lose it" requirement.

Life Insurance

The Village covers the cost of basic life insurance through the State Life Insurance pool. This benefit covers one (1) times the employee's annual earnings. Employees can purchase additional life insurance up to 5 times their salary. Smaller benefits can also be purchased for spouses and children. For more information refer to the Wisconsin Department of Employee Trust Funds, who oversees many benefits for employees and our retirees.

Long-term Disability Insurance

This benefit is fully paid by the Village. Claimed benefits continue if the employee is disabled until their

normal retirement age. The benefit covers 60% of annual earnings up to a monthly maximum of Six Thousand and 00/100 (\$6,000.00) Dollars after a sixty (60) day elimination period.

Payment in Lieu of Benefits

Employees have the option to elect to not participate in the health, dental or vision insurance programs. Selection of this option must occur upon initial employment or annually during open enrollment. Changes cannot be made outside of those times unless the employee has a qualifying life event, and the change must be made within thirty (30) days of that qualifying life event.

Employees will receive 50% of the savings from the waiver of benefits. Payments will be included with the employee's regular payroll. While payments will be taxable, payments will not be included for the computation of wages including, but not limited to, WRS-eligible wages, COLA, overtime or other pay.

Pregnant Workers Fairness Act (PWFA) & Pregnancy Discrimination Act (PDA)

PWFA protects pregnant employees or eligible individuals and provides for the right to unpaid leave as a reasonable accommodation, unless such leave would create an undue hardship for the Village. It also prohibits the Village from treating employees affected by pregnancy or related conditions differently from other employees similar in their ability or inability to work.

PDA prohibits the Village from treating employees affected by pregnancy or related conditions differently from other employees similar in their ability or inability to work. Postpartum depression is a condition related to pregnancy under the PDA. The Village cannot treat an employee with postpartum depression differently from other employees.

Under the nationwide Americans with Disabilities Act (ADA), an employee may have the right to reasonable accommodations at work, such as a modified work schedule, transfer to a less stressful position, or work from home, for postpartum depression.

More information about employee rights under the PWFA is available from the U.S. Equal Employment Opportunity Commission.

PUMP Act

The Federal Consolidated Appropriations Act of 2023, signed into law in December of 2022, introduced the Nursing Mothers Act, also known as the PUMP Act. This Act expands Pumping at Work rights for nursing employees. The employee is to be provided a reasonable break time in a private space (not a restroom) to pump at work for up to one year after their child's birth. Any employee needing time and space for pumping is to notify their immediate supervisor of that fact.

Retirement

Eligible employees shall be covered under the State of Wisconsin Retirement System (WRS). The Village will pay its contribution as set by the Department of Employee Trust Funds (ETF), and employees shall pay their contributions as set by ETF via payroll deduction. Contributions vary by year and are beyond the control of the Village – they are based on investment earnings and an actuarial analysis. Information regarding the WRS plan is available from the Wisconsin Department of Employee Trust Funds, who

oversees many benefits for employees and Village retirees.

Supplemental Insurance

If the employee chooses to have additional insurance coverage, they can participate in AFLAC insurance and the Village will facilitate payment of the premium with paycheck deductions.

Unemployment Compensation Insurance

Wisconsin administers an Unemployment Compensation Insurance program. If an employee is laid off and meets certain program qualifications, they may be entitled to weekly benefits. If the employee voluntarily resigns or is terminated “for cause” by the Village, ordinarily the employee will not be eligible for the benefit. For more information contact the local Employment Security Commission Office, which in Wisconsin is the Department of Workforce Development.

Worker’s Compensation

All Village employees are covered by Wisconsin’s Compensation Insurance (WC). WC covers those injuries sustained by employees on the job or on Village property. This program is administered by the State of Wisconsin and basically consists of the following types of benefits:

1. Medical and Hospital care
2. Disability benefits
3. Death benefits

To qualify for WC, an employee who is injured on the job must strictly follow the Village’s accident reporting procedures, including immediate notification to a supervisor or the Village Administrator that an accident has occurred. All legal requirements established by the State and Federal Governments must be followed. The time lost from work for a worker’s compensation accident shall not be charged against an employee’s accrued sick time.

The Village will attempt to provide an employee with light duty work if the employee is able to return to work but unable to perform their regular assignment.

The Village’s first and foremost objective is to do all that can be done to prevent injury by providing safety awareness, specific safety related skill training, and by continually encouraging each employee’s active participation in the mutual quest for a safe workplace.

EMPLOYEE EXPENSES

Clothing Allowances and Expectations (Applicable to Utilities Department and Parks and Streets Department Employees)

1. This policy is established for all the employees of the Parks and Streets Department and the Utilities Department. Each department shall annually budget Four Hundred and 00/100 (\$400.00) Dollars per department *position* to provide a clothing allowance for workplace clothing for all staff employed throughout the year to fill those department positions. The budgeted amount shall be divided equally amongst full-time department staff and set aside in the annual budget for work-related clothing. The amount to be budgeted shall not exceed \$400.00 *per position*. Each employee is expected to manage their purchases to cover their needs for the entire year. If an employee elects

to use a clothing service then the cost of that service shall count towards the total annual allocation. Part-time employees may receive an allocation, as budgeted by their immediate supervisor, provided the allocation does not exceed 50% of the allowance made for a full-time employee. To plan for resignations and new hires, it is recommended that the supervisor restrict purchases in increments to maintain an adequate balance for new employees and their anticipated clothing needs.

2. Employees must purchase clothing through the Village Administration Office to avoid paying sales tax. The supervisor shall review the balance in each position's 'account' twice a year with the employee hired to perform the duties of that position to ensure purchases do not exceed the allocated amount.
3. The supervisor shall approve all purchases, including sizes, brands, colors and materials. Only shirts and outerwear that are ANSI Class III compliant shall be worn. Hats shall bear the Village logo, with the logo provided by the Village. Employees must wear or carry business or identification cards identifying themselves as being Village Employees. Each employee is expected to dress appropriately for work each day in clean clothing that is free from rips and stains.
4. The following items are eligible for purchase under this program:
 - Long sleeve and short sleeve shirts;
 - Pants and shorts (shorts to only be worn while performing approved activities);
 - Sweatshirts, coats and related items; and,
 - Winter hats.
5. The following items are eligible for reimbursement subject to the restrictions as follows:
 - Safety shoes subject to reimbursement up to Two Hundred and 00/100 (\$200.00) Dollars per year;
 - Shoes other than safety shoes may only be worn while performing approved activities; and,
 - Prescription safety glasses subject to reimbursement up to One Hundred Fifty and 00/100 (\$150.00) Dollars every *other* year.
6. The Village will provide baseball hats with logos and logos for clothing. The Village will also provide the following items beyond the allocation above, said items to be considered Village property and to remain with the Village upon the employee's termination so they can be used by other employees, as needed:
 - Work gloves;
 - Coveralls;
 - Hard hats and other safety gear; and,
 - Boots and rain gear for working in wet environments.
7. Employees are responsible for the regular cleaning of all the previously mentioned items. If an employee has used all of their position's allocation for work clothing and items are damaged or worn-out, they shall be replaced at the employee's expense. It shall be at the discretion of an employee's immediate supervisor to replace, at Village expense, any approved clothing item that is damaged by an accident, and is not considered "normal wear and tear".

Job-Related Training

Employees may be permitted to attend, with pay, work-related meetings, conferences, training sessions, institutes, and seminars, and appropriate State of Wisconsin courses or examinations for continued certification related to their position and approved by their immediate supervisor, provided the costs are included in the approved budget. The Village will pay the employee for this time under applicable state and federal laws.

Mileage

When an employee must use their personal vehicle to travel as part of their duties from the workplace to a destination other than home or place of employment, they will be reimbursed for authorized travel at the current rate established by the Internal Revenue Service (IRS). Reimbursement requests must be submitted to the supervisor along with the record of time worked. Reimbursement requests made outside the pay period in which they were made shall not be reimbursed prior to approval of the supervisor.

Travel Reimbursements

Meals and Lodging. If employees are required to travel outside the Village of Sister Bay, the Village will reimburse them for meals and necessary overnight lodging. Reimbursements are paid after submission of a Travel Expense Form along with receipts for meals and lodging and any out-of-pocket expenditures. Failure to submit a reimbursement request outside the pay period in which they were made shall not be reimbursed prior to approval of the supervisor and may cause denial of the reimbursement.

- Lodging reimbursement is limited to the rate for a single room/single person at a licensed hotel or motel. When possible, the employee must make advance reservations. It is the employee's responsibility to make sure charges reflect proper tax exemption.
- Reimbursement for meals is set at the levels established by the State of Wisconsin. Employees must submit an itemized copy of their meal bill(s). A credit card receipt is insufficient. Alcoholic beverages will not be reimbursed. Reimbursable meal expenses are for employees only.

Other Travel Expenses and Requirements

Other expenditures that qualify for travel reimbursement include parking, tolls, baggage handling, and necessary equipment rental. Receipts for fees must be attached to the Travel Expense Form. Tickets for driving infractions, unauthorized parking or other violations will not be paid for or reimbursed.

Out-of-State Travel

Travel outside the State of Wisconsin by employees will only be allowed, and any and all related expenses reimbursed, if the travel and those expenses have been budgeted and were approved by the respective oversight committee.

GENERAL INFORMATION**Bulletin Boards**

The Village uses bulletin boards and e-mail notifications to inform employees of important developments and legal rights. Bulletin boards and e-mail notifications are used only for the posting of official notices or announcements, and employees must familiarize themselves with the information communicated on them.

Emergency Closings

When an emergency, such as severe weather, a fire, a power outage, etc., requires the closing of Village of Sister Bay facilities, employees may elect to use accrued leave time to cover lost hours. If employees

choose not to use accrued leave time, or if they do not have any accrued time, the hours missed will be unpaid. If an employee cannot report to work due to weather, they may substitute accrued time to compensate for hours not worked, otherwise, the time off will be unpaid. Employees in essential service functions may be required to work even though Village operations are closed down. If those employees are unable to get to the office or facility where they normally work, their immediate supervisor may assign work that can be completed remotely. In the event of an emergency closing, the employee will be notified by their supervisor of the emergency closing.

Employee Information

It is important that employees notify the Village Administrator of any change in their personal information, including any changes in name, mailing address, e-mail address, phone number, marital status, dependents, beneficiary designations, and emergency contact information.

Employment of Family Members or Close Friends (Nepotism)

Relatives, domestic partners, and close friends of individuals who already work for the Village may be hired by the Village, but if a direct supervisory relationship will be created, or Village officials have determined that there is potential for a conflict of interest to arise which is deemed to be contrary to the best interests of the Village and/or the department the new employee would be assigned to, or there are other issues or potential safety and security concerns associated with such employment, it shall be prohibited.

Medical Privacy Policy

The Village strives to protect personal and medical information of all its employees, and, to that end, has adopted the following practices:

- All employee medical information must be kept in individual personnel files, which must be maintained in a locked file cabinet devoted only to confidential information.
- All Village personnel information, including limited medical records, shall be maintained and stored in the Village Administration Office, and none of that documentation shall be stored in any other location. If supervisors have been provided copies of any of that documentation they must destroy it. For purposes of this section, 'limited' shall mean information to support a reasonable accommodation request or if the employer has a reason to believe an employee's medical condition could impact their ability to perform job functions or create a safety hazard. The Village follows HIPAA Federal laws to protect the privacy of any health information from being disclosed without the patient's consent or knowledge.
- Access to employee medical records is limited to the Village Administrator and the Finance Director/Village Treasurer.
- All documentation pertaining to an employee's health must be sent to the Village Administrator, and no copies are to be retained in paper or electronic formats by any other person or department.
- Disclosure of the previously mentioned information is limited to legitimate business purposes, such as administration of benefits, reasonable accommodation decisions, and medical leave determinations, or any other purpose mandated by law.
- The Village limits disclosure of medical information to supervisors on a "need-to know basis" when necessary to disclose a staff member's need for time off, work restrictions or needed accommodations.

- In accord with the provisions of Sec. 103.13 of the Wisconsin Statutes, employees can request access to their own medical records.

Personnel Records and Employment References

Personnel records are the property of the Village of Sister Bay and access is restricted in accordance with Wisconsin Statutes. Access to an employee's personnel records is governed by Sec. 103.13 of the Wisconsin Statutes. Should an employee want to review their personnel record, they must contact the Village Administrator. All requests from sources outside the Village of Sister Bay for personnel information or employment references concerning applicants, current employees, and former employees shall be forwarded to the Village Administrator and will be addressed in accordance with Sec. 19/36(10)(10) of the Wisconsin Statutes.

Performance Evaluations

Performance evaluations will be conducted on an annual basis, coordinated with the Village budgeting process. These are an important opportunity to let employees know how they are performing, how performance can improve, and for the Village to receive input from the employee concerning training, supervision, job difficulties and other valuable feedback. In addition, performance directly relates to the Village's annual compensation decisions; a successful evaluation results in advancing to the next step in the Village's compensation schedule (aka wage schedule). For employees that have completed one (1) year of employment with the Village, annual step increases occur the first paycheck of the year.

For non-exempt employees, performance evaluations shall be made by the immediate supervisor; exempt employees are evaluated by the Village Administrator. In the case of the Village Administrator, the Board of Trustees shall complete the performance evaluation. Each supervisor shall utilize the Village Performance Review Form, often referred to as the Employee Performance Evaluation Form or in the case of the Village Administrator, the Administrator Performance Evaluation Form.

Municipal Property

Unless an employee has obtained a Facility Use Permit from the Village Clerk and the applicable fees have been paid in full, the personal use of any Village of Sister Bay resources, such as equipment, tools, physical spaces or buildings, and other items for personal reasons is prohibited. If an employee is contemplating the personal use of a Village of Sister Bay resource for a reason that an employee believes is justified, they must obtain the written permission of the Village Administrator prior to using that resource.

Open Door Policy

Employee opinions, suggestions and questions are important to the Village. Employees should speak with their immediate supervisor about issues at work that concern them, or conflicts that they are having with a co-worker. The Village will attempt to provide straightforward responses to their questions and comments. If the employee and their immediate supervisor cannot resolve the issues that have been reported, the Village Administrator, or, if applicable, the Chair of the Personnel Committee shall be contacted in as timely a fashion as possible.

Outside Employment

The Village expects all regular employees to place the responsibilities and obligations of their positions with the Village first, but employees may engage in outside, non-Sister Bay employment, subject to the following conditions:

1. There must not be a conflict of interest between the employee's secondary employment and the work they perform for the Village or any work which is performed on behalf of the Village.
2. If any outside work is affecting the efficiency, quality, and effectiveness of an employee's work with the Village or a potential conflict of interest develops, the Village may request that the employee cease any outside work or end their employment with the Village.
3. If there is even potential for a conflict of interest to arise, Village employees may not perform professional consulting work within the Village limits.
4. No outside employment or consulting work shall be carried on during the employee's work hours with the Village, nor shall any Village-owned vehicles, equipment, supplies, machines, or other property be used for the employee's secondary work.
5. The Village will require that each employee provide their immediate supervisor with a written list of any outside employment they are engaged in or intend to engage in no later than May 1st of every year.

Personal Communications and Internet Usage

Generally speaking, during working hours Village employees are not allowed to use Village resources (paid time and/or Village owned equipment such as a computer, cell phone or desk telephone) to make or receive personal telephone calls or texts, or conduct non-work related internet searches. Village officials do acknowledge that from time to time an employee may have no alternative but to make or take a personal phone call or use Village equipment while working, but such usage must be kept to a minimum and may only occur on rare occasions. If at all possible, personal phone calls, texts and web browsing should occur during lunch hours or when breaks are taken.

Employees in the Parks & Streets Department, the Utilities Department, the Code Compliance Officer, and some employees in the Marina Department, may be assigned a cellular phone to perform their job duties. With limited exceptions listed elsewhere in this handbook, such phones are to be used for work purposes only. A password or PIN will be assigned to the phone and a copy of the password or PIN will be kept in the employee's personnel file. Upon termination, the employee is to return the phone to their immediate supervisor. Upon the employee's termination, the Village will take all steps necessary to ensure the employee's information and search history is not transferred to a new user. Therefore, whenever possible the subscriber identity module (SIM) card, or the embedded SIM (eSIM) built into the phone, will be removed or cleared and any data retained in the employee's personnel file. A new SIM card will be installed (for phones using a card) and the phone reassigned to a new employee.

Personal Property

The Village reserves the right to conduct searches and inspections of employees, their personal items, and property that is provided to them by the Village of Sister Bay, when, in the Village's opinion, a business need, probable cause, or reasonable suspicion exists. The Village may conduct such searches and inspections without notice.

Public Records/Media Contact

Only the Village Clerk, who is the Village's designated records custodian, may respond to a public records

request. Should any employee receive a records request, they should immediately forward that request to the Village Clerk. The Village Administrator or their designee will serve as the authorized media spokesperson for the organization, and, therefore, any requests for comment or interviews regarding official Village business must be directed to the Administrator.

Safety

Job safety is very important to all. The Village requires safe work practices of all employees and expects them to conduct themselves carefully and safely at all times. Employees are expected to observe all safety procedures and rules, and they must also use the required personal protective equipment (PPE) as outlined in their department's Safety Handbook.

All work areas must be kept clean and free from debris and clutter, and tools and equipment must be kept clean and in good repair. Any accident, hazard, or unsafe condition or equipment is to be corrected and reported to a supervisor. If an employee is involved in or witnesses an accident while working, they must report it immediately to a supervisor. Supervisors must maintain a safe work environment, enforce safety rules, and train staff.

A copy of each department's Safety Handbook is distributed separately from this handbook to each employee. Employees must familiarize themselves with these rules and abide by them. If there is a question about one or more of the rules, please contact the immediate supervisor.

Social Media

The Village encourages the use of social media to further the goals and the mission of Village departments. Departments may use social media to conduct departmental business, provided they follow the policies outlined below.

1. Social media sites must be approved by the Village Administrator prior to implementation. Unless otherwise approved departmental use of social media will be for one-way communication only.
2. Social media sites are subject to the State of Wisconsin open records laws. Any content maintained in social media format that is related to Village business, including a list of subscribers and posted communications, is a public record. Social media sites shall clearly indicate that any articles and other content posted or submitted for posting are subject to public disclosure.
3. The Village website and citizen portal shall remain the Village of Sister Bay's primary and predominant internet presence. Social media is used to disseminate time-sensitive information as quickly as possible, and to increase the Village's ability to communicate with the widest audience. Where possible, content posted to social media sites will be posted to the Village website/citizen portal.
4. Social media sites shall comply with all other applicable policies and standards, including but not limited to the Village's technology policy, its ethics policy, and the anti-harassment and discrimination policy contained in this Handbook.
5. Personal use of social media sites is prohibited during work hours. Employees should have no expectation of privacy in the use of social media accessed during work hours and/or via Village-owned technology resources. The Village of Sister Bay may monitor employees' social media activities during work hours on Village-owned resources.

The Village of Sister Bay respects employees' privacy and wants all its employees to be aware of their rights as an employee. In accordance with state law,

1. The Village may access information, such as a password or PIN, on any electronic device provided

- to the employee by the Village.
2. The Village may not request the employee's access information for the employee's non-Village or personal internet accounts.
 3. The Village may discipline an employee or terminate their employment if the determination is made that they have transferred proprietary, confidential or financial data to their personal internet account.
 4. The Village may restrict access to certain websites while using the Village's equipment or network.
 5. The Village may view, access or use the employee's personal internet account if it is available in the public domain.
 6. The Village may request or require employees to provide their personal email addresses to their immediate supervisors.

Tobacco Usage

Smoking, including electronic cigarettes, vaping devices, and the use of tobacco products, is prohibited in any Village of Sister Bay buildings, vehicles, while operating any equipment, or inside any roofed, permanent structures in the parks in Sister Bay. Smoking will only be permitted outside of Village of Sister Bay buildings and vehicles/equipment in designated areas, during designated work break times, and in accordance with Wisconsin law.

Weapons

The Village intends to promote a safe environment for employees and other individuals who interact with its employees.

1. A "weapon" is any device designed as or intended to be a weapon that is capable of producing death or harm to another person including, but not limited to, firearms, handguns and explosive devices.
2. The Village strictly prohibits the possession, control, use, or threatening the use of a weapon in the course of employment whether on or off Village premises. This prohibition does not apply to law enforcement officers performing their official duties.
3. Storage of weapons in an employee's personal vehicle while the vehicle is on Village property or while the vehicle is being used in the course of employment must be compliant with Wisconsin law, and all such weapons must be secured at all times.

Workplace Violence

The Village will not tolerate any threatening or abusive conduct or acts of violence by or against any Village employees, Trustees, committee members, or the members of the public, in the course and scope of employment or at any function that the Village sponsors. Employees must report to any member of management any threats or violence that they have suffered or witnessed. Even without a specific threat, employees should report any behavior they have witnessed that could be perceived as threatening or violent or that could endanger the health and safety of another person. The Village will take steps to protect employees from retaliation or intimidation for making a report or participating in a related investigation.

Any reported act or threat of violence will be taken seriously and investigated promptly. To the extent possible, the Village will keep any such report confidential; however, the Village cannot guarantee absolute confidentiality. Any person reported to have made threats, or who exhibited threatening behavior or engaged in violent behavior will be removed from the premises as quickly as safety permits.

and shall remain off Village property pending the outcome of an investigation.

Any violation of this policy by an employee may result in disciplinary action or involuntary termination. The Village reserves the right to take any legal steps needed to protect its employees and third parties, including involving law enforcement.

Personal Injury/Incident/Accident Reporting

Village employees are responsible for reporting any injuries, or incidents and accidents they may have been a party to, whether damage actually occurred or not. The Village expects all of its employees to notify their immediate supervisors as soon as possible whenever they or other persons have been injured, or when there has been an accident involving an employee, Village equipment or property, or other persons' personal property. Incident and accident reporting forms are available from the supervisors. Once completed, the completed form(s) should be returned to the affected employee's immediate supervisor along with any supporting documentation. The supervisor will then complete the form and submit it to the Village Administrator, who may file an incident report with the Village's insurance carrier.

GRIEVANCE PROCEDURE

This policy is not intended to create a legally binding contract or change the "at-will" nature of employment for any Village employees.

1. This grievance procedure only applies to Village employees; since this handbook is for employees, it does not apply to elected officials or persons appointed to serve on boards, commissions or committees.
2. This grievance procedure applies only to issues concerning workplace safety, discipline, and involuntary termination.
 - a. For purposes of this policy, "workplace safety" means conditions of employment affecting physical health or safety, safe operation of workplace equipment and tools, personal protective equipment, and workplace violence. "Workplace safety" does not include general working conditions unrelated to physical health and safety, such as hours, overtime, leaves of absence, work schedules, breaks, vacation, performance reviews, compensation, etc.
 - b. For purposes of this policy, "involuntary termination" does not include layoffs, workforce reductions, voluntary terminations including resignations and retirements, job abandonment, end of employment because of disability, lack of qualifications or licensure or other inability to perform job duties, or any other cessation of employment not involving involuntary termination.
 - c. For purposes of this policy, "employee discipline" shall include any employment action that results in an unpaid disciplinary suspension, disciplinary reduction in pay or benefits, or disciplinary demotion; it includes verbal and written warnings. It shall not include plans of correction or performance improvement, performance evaluations or reviews, documentation of employee acts and/or omissions, counseling, coaching, meetings, or other pre-disciplinary action, administrative suspension with pay, administrative suspension without pay pending investigation of alleged misconduct or nonperformance, non-disciplinary wage, benefit or salary adjustments, or any other action taken for non-disciplinary reasons.
3. Every reasonable effort should be made by supervisors and employees to resolve questions, problems, and complaints together. Thus, employees should first discuss any issues concerning the subjects covered by this grievance procedure with their immediate supervisor, who shall inform the Village Administrator, who shall in turn inform the Chair of the Personnel Committee that a grievance

has been filed within three (3) working days, either by e-mail or verbally.

4. If the complaint is not resolved by the immediate supervisor, or is about the supervisor, the employee may file a written grievance with the Village Administrator no later than seven (7) workdays from the date that the employee first knew, or should have known, of the condition or circumstance giving rise to the grievance. If the grievance is about the Village Administrator, the grievance shall be filed with the Chairperson of the Personnel Committee. It is not uncommon for a series of grievances to go unreported until they have accumulated to a point of intolerance, and in such cases the seven (7) workday filing may not be possible. If that is the case a special exception may be made by the Village Administrator, or, if a referral has been made, by the Chair of the Personnel Committee.

Grievance forms are available in the Village Administration Office, and the written grievance must include the affected employee's name, job title, a statement of the grievance, the date of the event or circumstances giving rise to the grievance, identification of the policy/procedure/rule that is being challenged, the employee's signature and the date of signing. Upon receipt of the grievance, the Village Administrator may determine that a third party should actually investigate the grievance. If that is the case, the employee will be notified that the matter has been referred to a third-party investigator.

5. If the matter has not been referred to a third-party investigator, the affected employee's supervisor or the Village Administrator may schedule a meeting with the employee and other relevant parties, but this meeting must occur within ten (10) workdays of the supervisor or the Administrator's receipt of the grievance. The supervisor or the Village Administrator must provide a written response within ten (10) workdays of receiving the grievance or within ten (10) workdays of the meeting. The written decision of the supervisor shall be final unless the employee files a written request for review with the Village Administrator no later than five (5) workdays from the date of the written decision. The Village Administrator may schedule a meeting with the employee and other relevant parties, but this meeting must occur within ten (10) workdays of receiving the request for review. The Village Administrator will provide a written response within ten (10) workdays of either receipt of the request for review or the date of the meeting, whichever is later. If the Village Administrator has already reviewed the matter as set forth above, the provisions of this paragraph do not apply, and the next step is for the parties to appear before an impartial hearing officer.
6. The written decision of the affected employee's supervisor, the Village Administrator or the third-party investigator shall be final unless the employee files a written request with the Personnel Committee no later than five (5) workdays after the date of the written decision, and requests a hearing before an impartial hearing officer (IHO) selected by the Village. The IHO shall not be a Village of Sister Bay employee, and the hearing shall be conducted as soon as practicable.
 - a. The hearing shall be transcribed only if one or both parties agree to bear the cost. Witnesses may provide oral information if they are present, but written witness statements in lieu of a personal appearance are prohibited. Written documents may be submitted.
 - b. The IHO will determine which witnesses may speak and which documents will be accepted. The hearing is to be informal and the rules of evidence do not apply; however, no factual finding can be based solely on hearsay. There shall be no discovery. The IHO may request oral or written arguments. The IHO may also decide that a hearing is not necessary, and that they can make a decision solely on submission of written documents.
 - c. The sole question to be answered by the IHO is whether the Village's decision was arbitrary and capricious. The grievant shall bear the burden of proof. The IHO must sustain or deny the Village's decision; the IHO does not have the authority to modify the decision, nor to grant, in whole or part, the specific request of the grievant. The IHO shall provide a written decision within thirty (30) calendar days of the hearing date or final submission of written documents.

7. The decision of the IHO shall be final unless the grievant or the Village of Sister Bay files a written request for review by the Village Board with the Village Clerk no later than five (5) workdays from the date of the IHO's written decision. The Village Board shall review the matter as soon as practicable, and only the issues raised before the IHO may be appealed and considered by the Board. The Board shall not hear from any witnesses or take any additional documents or any other evidence, but rather will limit its review based on the written record before the IHO. The Board is not to substitute its judgment for that of the IHO, but, rather, will limit its determination to whether a rational basis exists for the IHO's decision. A simple majority vote of the Board shall decide the appeal. The Board decision shall be final and is not subject to any further review.
8. Failure of the grievant to process a grievance within the time limits, or pursuant to agreed-upon written extensions, shall constitute a termination of the grievance; it shall not be processed any further and cannot be re-filed. The Village's failure to meet the timelines shall cause the grievance to automatically move to the next step.
9. All expenses incurred by either party in investigating, preparing, presenting or responding to a grievance shall be borne by the party actually incurring the expense. The cost of the IHO shall be borne by the Village.

DISCIPLINE

To ensure compliance with this Handbook, the Village may terminate an employee; however, in most cases, the Village prefers to follow a disciplinary process. The severity of the infraction will determine whether the employee receives discipline or is terminated.

Corrective Action Plan/Self-Improvement Plans

The purpose of corrective action plans, often referred to as self-improvement plans, are to eliminate inappropriate conduct, violation of policies, improper behavior or performance problems. Corrective action plans are not considered a form of discipline, rather they are a means to improve behavior or correct a deficiency.

Disciplinary Action

If there are violations of the provisions of this Handbook, an employee may face disciplinary action. Discipline may include, but is not limited to, oral or written warnings, suspensions without pay, work restrictions, job transfers, involuntary termination or any other form of discipline, counseling, or correction deemed necessary under the circumstances. The specific measures taken will depend upon the nature and severity of the conduct and the surrounding circumstances.

INVOLUNTARY TERMINATION

The decision to terminate a Village of Sister Bay employee shall be made by that employee's immediate supervisor, after consultation with the Village Administrator. After consultation with the Chair of the Personnel Committee, the Village Administrator has the authority to terminate the employment of a supervisor, and the Village Administrator may be terminated by a majority vote of the Village Board, or as their contract prescribes.

ACKNOWLEDGEMENT

I have received a copy of the Village of Sister Bay Employee Handbook that was adopted on _____. I understand that it is my responsibility to read and comply with the policies contained in the Handbook as well as any revisions that are made to it. I also understand that if I have any questions about the content of the Handbook, I should speak with the Village Administrator to obtain answers to those questions.

I understand that the Village of Sister Bay has the right to change any provision in this Handbook at any time, and that I will be bound by any such changes, but it is my understanding that whenever revisions are made to this Handbook the Village will make every attempt possible to alert all of its employees to those revisions.

I acknowledge that nothing in this Employee Handbook constitutes a guarantee of employment or an employment contract of any kind. I also understand that my employment is “at-will” unless otherwise provided by Civil Service, applicable law or ordinances, or, if one exists, the provisions of a collective bargaining agreement. I understand that “at-will” employment can be terminated at any time for any reason, with or without cause or notice.

Name: _____
(Please Print)

Signature: _____

Date: _____

SISTER BAY
EMPLOYEE GRIEVANCE FORM

Name of Grievant: _____

Department: _____

Job Title: _____

Best Method to Contact Grievant (email, phone)

Email: _____

Phone: _____

Date of Occurrence: _____

Location: _____

Grievance Summary Statement (attach additional pages, if necessary):

Policy or Regulation Violated (attach additional pages, if necessary):

Witness(es): _____

Resolution Requested/Recommended Action/Relief (if any):

Grievant Signature: _____

Date Signed: _____ Date Submitted to Supervisor or Administrator: _____

The Village Supervisor, Village Administrator, or Chair of the Personnel Committee (if appropriate), will contact the employee after receipt of this form and provide further information about the grievance, as allowed in this policy.

For Office Use Only

Date Grievance Received:

Investigator Assigned:

Date Grievance Referred to Investigator:

AGENDA ITEM 8f

Ex Officio Discussion; Possible Amendment
to Bylaws



STAFF REPORT

EX OFFICIO DISCUSSION

Date: May 20, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

Earlier the Board briefly discussed what an 'ex officio' member is, and staff was directed to research the position and report back to the Board. I consulted our bylaws, Roberts Rules of Order, the Village Attorney, and a former Village President who was instrumental in amending the bylaws to incorporate language regarding an ex officio role/status.

Our bylaws allow for the President to serve in an ex officio capacity; Roberts Rules say it is fine as well, if the bylaws allow it, but the ex officio member can't vote. I was not able to find anything about 'if it results in a quorum of the Board', so I reached out to our attorney who said it is not addressed in the statutes, but did caution us to the President's presence at committee meetings resulting in a quorum of the Board. He recommended we just make sure our agendas are clear to state a quorum might be present, but no decisions or actions of the Village Board will take place at the meeting (we currently include that language in our agendas). As an alternative, those meetings could be posted as Village Board meetings, which is not preferred.

Attorney Nesbitt added, statutes include language about the role of a Village President and they may not accept an incompatible public office; the president may serve on village boards and commissions where no additional compensation other than a per diem received by other members is paid; absent a county assessor, the president is a member of the Board of Review; and the Village President can appoint himself or herself as a member of the Village Plan Commission, but there is no language in the statutes as to what happens if a village president, serving in an ex officio capacity, results in a quorum of the Board.

I reached out to former Village President Lienau who reported the ex officio language was added to the bylaws in case a quorum of a committee was not present. The idea was, if there were not enough members of a body present to conduct the business, the president could attend the meeting so a quorum would be present and business could be conducted.

Absent clear law on the matter, the Board may want to amend their bylaws to address the role an ex officio member serves:

1. Do they serve in the role only if a quorum is not/will not be present?
2. If serving in an ex officio role, can they vote? Or, do they vote only in instances of a tie vote?
3. Do they get paid a per diem?

AGENDA ITEM 8g

Committee Appointments

2025-2026 COMMITTEE APPOINTMENTS

Committee	Term	Term	Term	Term	Term	Term	Term
DC Coastal Byways	Chad Kodanko Exp. 5/2026						
DCTZC	Louise Howson - Trustee Exp. 5/2026	Julie Schmelzer - Admin. Exp. 5/2026	Ellie Soderberg- Guger - Citizen Exp. 5/2026				
Emergency Management	Chair- Nate Bell – Pres. Exp. 5/2026	Denie Bhirdo - Trustee Exp. 05/2026					
Finance Committee (May need res. to add stkhldrs)	Chair - Denise Bhirdo - Trustee Exp. 5/2026	Brigid White - Trustee Exp. 5/2026	Louise Howson - Trustee Exp. 5/2026	Stakeholder?	Stakeholder?		
Fire Board	Chad Kodanko - Trustee Exp 5/2026	Kurt Harff - Trustee Exp 5/2026					
Ad Hoc Green Tier	Chair – ? Exp. 5/2026 (If no trustee, bylaws says its V. Pres.)	Mary Smythe - Resident Exp. 5/2026	Paula Anschutz - Citizen Exp. 5/2026	Lisa O’ Hearn - Citizen Exp. 5/2026			
Historical Society	Patrice Champeau - Trustee Exp. 5/2026						
Holiday Light Task Force (Work due for 2026 Budget)	Chair – Denise Bhirdo - Trustee Exp. 5/2026	Jacki Kieckhefer - Stakeholder Exp. 5/2026	Sally Pfeifer - Stakeholder Exp. 5/2026	Erin Peddle - Stakeholder Exp. 5/2026			
Housing Cmte (May need res. if increasing from 7 to 9 members)	Chair- Patrice Champeau – Trustee Exp. 5/2026	Trustee?	Trustee?	Gustavo Gallardo AND Razvan Ciobanu Exp. 5/2026	Lauren Aurelius AND Marissa Downs Exp. 5/2026	Lori Allen 5/2026	Kay Smith Exp. 5/2026
Library Commission	Kurt Harff - Trustee Exp. 5/2026	Maurice Ash - Resident Exp. 5/2026	David Watkins - Resident Exp. 5/2027				

2025-2026 COMMITTEE APPOINTMENTS

Marina Committee	Chair – Brigid White - Trustee Exp. 5/2026	Chad Kodanko - Trustee Exp. 5/2026	Patrice Champeau - Trustee Exp. 5/2026	Patrick Duffy - Resident Exp. 5/2026	Kevin Grant - Citizen Exp. 5/2026		
Parking Task Force (Work due for 2026 Budget)	Chair – Nate Bell – Pres. Exp. 5/2026	Don Cox - Stakeholder Exp. 5/2026	Thor Johnson - Stakeholder Exp. 5/2026	Mike Laszkiewicz - Stakeholder Exp. 5/2026			
Parks, Property & Streets	Chair – Louise Howson Exp. 5/2026	Denise Bhirdo - Trustee Exp. 5/2026	Nate Bell – Pres. Exp. 5/2026	Jerry Ahrens - Resident Exp. 5/2026	Mike Laszkiewicz - Resident Exp. 5/2026		
Personnel	Chair – Louise Howson - Trustee Exp. 5/2026	Kurt Harff – Trustee Exp. 5/2026	Trustee Exp. 5/2026				
Plan Commission - 3 Yr Terms	Chair - Denise Bhirdo - Trustee Exp. 4/2027 (Exact month and start of term unknown, but end of term year is accurate)	Nate Bell – Pres. Exp. 4/2028 (Don't know actual month of the term, but first appointed in 2009/unknown whose term he was fulfilling or date, first full term started in 2010)	Patrice Champeau – Trustee Exp. 4/2027 (Appointed 10/2022 to fulfill a 3-year citizen term ending 5/2024. Reappointed in 5/2024)	Skip Heidler – Resident Exp. 4/2026 (Appointed 3/2025 to fulfill MG term ending 5/2026)	Laurel Harff – Resident Exp. 4/2026 (Appointed 8/2023 to fulfill DS term ending 5/2026)	Ron Kane - Resident 4/2027 (Appointed 12/2021 to replace MKS whose term expired 5/2021)	VACANT – Resident 4/2028 (MO appointed 4/2024 to fill term ending Exp. 4/2025)
SBAA	Kurt Harff - Trustee Exp. 5/2026						
TIF Joint Review*	Chair - Denise Bhirdo – Trustee Exp. 5/2025	Ken Pabich – Door County	Tasha Rass – Member at Large	Mark Lindem – Gibraltar School	Jill Champeau - NWTC		
Utilities	Chair – Denise Bhirdo - Trustee Exp. 5/2026	Nate Bell – Pres. Exp. 5/2026	Kurt Harff - Trustee Exp. 5/2026				
Village Administration Building Siting Task Force	Chair – Dick Burress Exp. 6/2025	Brigid White - Trustee AND Patrice Champeau – Trustee Exp. 6/2025	Kurt Harff - Trustee Exp. 6/2025	Chris Hecht Exp. 6/2025	Ron Kane Exp. 6/2025	Ken Church Exp. 6/2025	Jill Wiebe Exp. 6/2025

2025-2026 COMMITTEE APPOINTMENTS

Village Hall Task Force (Needs to be reinstated and appointed)	Chair – Patrice Champeau - Trustee Exp. 5/2026	Brigid White - Trustee Exp. 5/2026	Nancy Akerly Exp. 5/2026	Doug Hanson Exp. 5/2026	Kathleen Van Gemert Exp. 5/2026		
Zoning Appeals – 3 Yr Terms	Chair – Exp. 5/2027	Patricia Wisner Exp. 5/2027	Deb Duren Exp. 5/2026	Liz Hecht Exp. 5/2026	Hristo Blagoev Exp. 5/2026	Terry Kelly - Alternate Exp. 5/2028	Alternate Exp. 5/2028

*The JRB members, by majority vote, choose the chairperson and public member. If the representative acting as chairperson resigns from the JRB, the members must elect a new chairperson by majority vote. If the public member resigns, the JRB must choose a new public member by majority vote.

AGENDA ITEM 8h

Monthly Financial Report & Appropriations



Village of Sister Bay Board Report

Meeting Date: May 20, 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	\$ 187,136.21	
Bank fees & bills paid electronically	23,635.71	
<i>Village Total</i>		\$ 210,771.92
Special Revenue Funds bills	\$ -	
Special Revenue Sales Tax	-	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ -
Debt Service Village	\$ -	
Special Revenue	-	
Marina	-	
Utilities	-	
<i>Debt Service Total</i>		\$ -
CIP/TIF bills prepaid	\$ 906,945.99	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ 906,945.99
Water fund bills prepaid	\$ 65,862.10	
Wastewater fund bills prepaid	38,238.47	
Collection fund bills prepaid	5,225.11	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 109,325.68
Marina bills prepaid	\$ 13,428.09	
Marina sales tax	7,800.61	
Marina credit card fees & bills paid by EFT	1,019.48	
<i>Marina Total</i>		\$ 22,248.18
Net payroll: PR 4/18, 5/25& 5/16	\$ 95,901.05	
State taxes paid online	4,341.42	
Retirement paid online	13,634.45	
<i>Payroll/taxes total</i>		\$ 113,876.92
TOTAL ALL BILLS		\$ 1,363,168.69

Respectfully submitted,

Volodymyr Gannik
Finance Director/Village Treasurer

Report Criteria:

Summary report type printed

Invoice Detail.Input Date = 04/12/2025-05/16/2025

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
20512								
20512	EFTPS - ON	PR0412250	PRINT PAPER CHECK TO UPDATE GL	04/15/2025	15,429.99	15,429.99	4182022	04/15/2025
30751								
30751	GREAT-WES	PR0412250	Great West Deferred Comp. DEFERRE	04/15/2025	285.00	285.00	4182023	04/15/2025
12242								
12242	GA COMPUT	INV-6682	SERVER BACKUP MONTHLY	04/13/2025	517.63	517.63	51810	04/17/2025
		INV-6684	INTERNET SEC - CLERK	04/14/2025	59.95	59.95	51810	04/17/2025
13499								
13499	MACQUEEN	P37910	SWING CYLINDER	04/02/2025	838.92	838.92	51819	04/17/2025
		P37941	HUB HEX	04/03/2025	335.98	335.98	51819	04/17/2025
17506								
17506	CELLCOM	580517	CELLPHONE - MARINA	04/05/2025	509.01	509.01	51803	04/17/2025
20007								
20007	DELTA DENT	2338273	DENTAL INSURANCE - MAY	04/16/2025	595.02	595.02	51806	04/17/2025
		2341322	VISION INSURANCE - MAY	04/16/2025	175.30	175.30	51806	04/17/2025
20451								
20451	DOOR COU	2025-33000111	SNOW REMOVAL	04/11/2025	6,109.97	6,109.97	51808	04/17/2025
		2025-33000116	WINTER OPERATIONS- SNOWPLOWI	04/11/2025	92.32	92.32	51808	04/17/2025
30750								
30750	GOING CO I	269964	VILLAGE GARBAGE	04/01/2025	13,914.39	13,914.39	51811	04/17/2025
		270171	PARKS MAINT TRASH	04/01/2025	113.10	113.10	51811	04/17/2025
31809								
31809	HSABANK	April 2025	EMPLOYEE CONTRIBUTION - APRIL	04/14/2025	435.00	435.00	51814	04/17/2025
41205								
41205	WISCONSIN	3056351	CONCRETE MIX - SHUTTLE BUS SIGN	04/01/2025	154.87	154.87	51829	04/17/2025
41316								
41316	MARCO INC	553517293	UTILITIES COPIES - W	04/01/2025	442.32	442.32	51820	04/17/2025
51410								
51410	NAPA STUR	305788	ACCESSORY RELAY	04/10/2025	13.49	13.49	51823	04/17/2025
61614								
61614	PENINSULA	35184	2024 WATER QUALITY BROCHURE	04/01/2025	600.11	600.11	51825	04/17/2025
		35240	2024 TAX BILL LETTER	04/01/2025	247.00	247.00	51825	04/17/2025
71907								
71907	CLIFTONLA	L2511997930	YEAR END CLOSE	04/08/2025	4,987.50	4,987.50	51804	04/17/2025
71990								
71990	GREG SUNS	Sunstrom Refund -	REFUND MARINA WL DEPOSIT	04/01/2025	200.00	200.00	51812	04/17/2025
100491								
100491	HAWKINS IN	7030612	CHEMICALS - WELL #1 AZONE	04/08/2025	392.74	392.74	51813	04/17/2025
100516								
100516	INNOVATIVE	38516	WATER QUALITY BROCHURES	04/07/2025	323.00	323.00	51816	04/17/2025
100691								
100691	MIDWEST M	0176822-IN	3/4" METER REGISTER 48 EA, CELLUL	04/07/2025	13,103.85	13,103.85	51822	04/17/2025
100731								
100731	NCL OF WIS	518011	LAB SUPPLIES	04/03/2025	104.63	104.63	51824	04/17/2025
		518068	LAB CHEMICALS	04/04/2025	727.80	727.80	51824	04/17/2025
100851								
100851	PREMIER R	Overpayment 7287.	OVERPAYMENT 7287.04	04/10/2025	174.26	174.26	51826	04/17/2025
1001150								
1001150	CORE & MAI	W778531	1-1/2 BALL CURBSTOP	04/11/2025	399.05	399.05	51805	04/17/2025
1001164								
1001164	KASTNER P	11736-1	FIREWORKS	04/10/2025	8,785.68	8,785.68	51818	04/17/2025
1001209								
1001209	AMAZON CA	1JNN-P16G-64JG	WEBCAM FOR COMPUTER	04/07/2025	59.99	59.99	51802	04/17/2025

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
1001272		1RRH-XP39-9MN7	TABLET STYLUSES	04/11/2025	83.58	83.58	51802	04/17/2025
1001272	J.B. TRUCK	7137	CONNECTOR PIGTAIL, 11 PIN, VEHICL	04/11/2025	67.86	67.86	51817	04/17/2025
1001288								
1001288	WI SCTF	C.S. 041825	CHILD SUPPORT - 04/18/2025 PAYROL	04/16/2025	262.61	262.61	51828	04/17/2025
1001304								
1001304	FIRST UNU	May 2025	LTD INSURANCE	04/01/2025	316.76	316.76	51809	04/17/2025
1001312								
1001312	STANTEC C	13	PW BUILDING	04/04/2025	9,451.75	9,451.75	51827	04/17/2025
1001320								
1001320	MCMAHON	603666	VH DESIGN	04/09/2025	1,181.00	1,181.00	51821	04/17/2025
		603675	PW BLDG	04/10/2025	1,202.16	1,202.16	51821	04/17/2025
1001335								
1001335	HUMAN RES	17170	BENEFITS CONSULTING	04/16/2025	337.50	337.50	51815	04/17/2025
1001344								
1001344	DOOR COU	23FA62-041825	04/18/25 PAYROLL WITHHOLDING	04/14/2025	25.00	25.00	51807	04/17/2025
12242								
12242	GA COMPUT	INV-6695	INTERNET SEC - WW	04/23/2025	119.90	119.90	51835	04/25/2025
14309								
14309	ELAN FINAN	April 2025	MONTHLY IT SUBSCRIPTIONS	04/18/2025	2,177.12	2,177.12	51834	04/25/2025
14310								
14310	CAPTAIN CO	65526	SLUDGE HAULING	03/04/2025	7,781.00	7,781.00	51833	04/25/2025
		65918	COMMODE RENTAL - DOG PARK	04/28/2025	110.00	110.00	51833	04/25/2025
41316								
41316	MARCO INC	39041706	GENERAL COPIES	04/21/2025	573.96	573.96	51837	04/25/2025
71920								
71920	SISTER BAY	Support - 2025 Qtr 1	QUARTER 1 SUPPORT	04/18/2025	17,067.42	17,067.42	51843	04/25/2025
82350								
82350	WI PUBLIC S	April250407165881	WELL #3 - SISTER BAY	04/15/2025	467.97	467.97	51844	04/25/2025
99998								
99998	ONE TIME V	STR Fee Refund 20	REFUND OVERPAYMENT - STR FEES	04/21/2025	500.00	500.00	51841	04/25/2025
100516								
100516	INNOVATIVE	38526	ZONING SUPPLIES	04/14/2025	10.00	10.00	51836	04/25/2025
		38580	LAUNCH PASSES	04/14/2025	212.00	212.00	51836	04/25/2025
100731								
100731	NCL OF WIS	518403	LAB CHEMICALS	04/11/2025	190.43	190.43	51839	04/25/2025
100746								
100746	NORTH WO	414324	SLICK SILICONE LUBE	04/15/2025	182.05	182.05	51840	04/25/2025
101166								
101166	WULF BROT	169210017	AC UNIT FILTER, PLEATED, 16 X 25 X	04/22/2025	17.95	17.95	51845	04/25/2025
1001209								
1001209	AMAZON CA	1KFP-N63G-46QL	UNIFORMS - COLLINS	04/02/2025	135.15	135.15	51832	04/25/2025
		1P1Y-36G1-4QP7	SHOES - LINCZMAIER	04/17/2025	337.25	337.25	51832	04/25/2025
1001210								
1001210	QUANTUM T	49557	MARINA SURVEILLANCE CAMERAS	04/24/2025	119.99	119.99	51842	04/25/2025
1001320								
1001320	MCMAHON	603665	SPORTS COMPLEX CONCESSION BL	04/09/2025	5,340.00	5,340.00	51838	04/25/2025
1001343								
1001343	ALLIANCE C	4360	DPW BULDING - DRAW 5	02/28/2025	323,193.10	323,193.10	51831	04/25/2025
1001354								
1001354	A-1 VACUUM	41347	VH RADON TEST	04/21/2025	500.00	500.00	51830	04/25/2025
10110								
10110	AFLAC	708990	EMPLOYEE-FUNDED PREMIUM	04/28/2025	136.26	136.26	51846	05/01/2025
20512								
20512	EFTPS - ON	PR0426250	PRINT PAPER CHECK TO UPDATE GL	05/01/2025	9,943.68	9,943.68	5022022	05/01/2025
30751								
30751	GREAT-WES	PR0426250	Great West Deferred Comp. DEFERRE	05/01/2025	260.00	260.00	5022023	05/01/2025

VILLAGE OF SISTER BAY

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

Page: 3
 May 14, 2025 03:17PM

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
41198								
41198	PEDER LAU	April 2025	BOOTS - LAUSCHER	04/15/2025	97.59	97.59	51857	05/01/2025
41210								
41210	LEAGUE OF	Publications - April 2	LEAGUE PUBLICATIONS	04/30/2025	90.00	90.00	51852	05/01/2025
51399								
51399	MONROE TR	47823	SNOW PLOW	04/28/2025	17,669.00	17,669.00	51853	05/01/2025
61539								
61539	OFFICE DEP	418537484001	ZONING CODE BINDERS	04/14/2025	121.81	121.81	51854	05/01/2025
		419034508001	UTIL OFFICE SUPPLIES - W	04/17/2025	51.59	51.59	51854	05/01/2025
		419051704001	UTIL OFFICE SUPPLIES - W	05/15/2025	48.38	48.38	51854	05/01/2025
71890								
71890	SCHAUT TE	4	BATTERY BACKUP - TROUBLESHOOTI	04/29/2025	150.00	150.00	51858	05/01/2025
72049								
72049	UNITED STA	CP210: 39-6024651	941 FILING - MARCH 31, 2023	04/21/2025	1,521.00	1,521.00	51862	05/01/2025
99996								
99996	ONE TIME V	Overby Refund 4/28	REFUND FS RENTAL FEES	04/28/2025	50.00	50.00	51855	05/01/2025
99999								
99999	ONE TIME V	CARROLL REFUND	REFUND MARINA WL DEPOSIT	04/28/2025	200.00	200.00	51856	05/01/2025
100516								
100516	INNOVATIVE	38579	LAUNCH PASSES	04/28/2025	228.00	228.00	51851	05/01/2025
		38650	VOLUNTEER DAY POSTERS	04/21/2025	41.00	41.00	51851	05/01/2025
1001175								
1001175	ERIK LINCZ	April 2025	CLOTHING REIMBURSEMENT	04/28/2025	38.94	38.94	51850	05/01/2025
1001199								
1001199	SPECTRUM	171222601042125	PARKS MAINT INTERNET	04/21/2025	150.00	150.00	51859	05/01/2025
		171227201042125	VH INTERNET	04/21/2025	180.00	180.00	51859	05/01/2025
		171227501042125	CABLE TV - MARINA	04/21/2025	401.95	401.95	51859	05/01/2025
1001236								
1001236	CONWAY OL	53557	PP TAX PUBLICATION	03/31/2025	855.00	855.00	51848	05/01/2025
		53558	WHITE STR CASE	03/31/2025	100.00	100.00	51848	05/01/2025
1001284								
1001284	ASBESTOS	14388	ASBESTOS REMOVAL - COLD STORA	04/22/2025	1,985.00	1,985.00	51847	05/01/2025
1001288								
1001288	WI SCTF	C.S. 050225	CHILD SUPPORT - 05/02/2025 PAYROL	05/01/2025	262.61	262.61	51863	05/01/2025
1001344								
1001344	DOOR COU	23FA62-050225	05/02/25 PAYROLL WITHHOLDING	05/01/2025	25.00	25.00	51849	05/01/2025
1001349								
1001349	TIMECLOCK	INV00414524	TIMEKEEPING SOFTWARE - ADMIN	04/28/2025	210.94	210.94	51860	05/01/2025
1001355								
1001355	TRACKMYS	4582	SHUTTLE BUS TRACKING SOFTWARE	03/15/2025	1,159.57	1,159.57	51861	05/01/2025
10005								
10005	ACTION ELE	2029	WELL #2 PUMP CHECKED FOR VOLTA	05/01/2025	125.00	125.00	51865	05/08/2025
10007								
10007	ACTION APP	3626	2025 MAINTENANCE WORK - MAY	05/01/2025	2,375.00	2,375.00	51864	05/08/2025
12242								
12242	GA COMPUT	INV-6666	INTERNET SEC - ADMIN	04/02/2025	59.95	59.95	51878	05/08/2025
13260								
13260	BHIRDO'S B	19780	VEHICLE FUEL ALLOCATION-W	03/31/2025	400.31	400.31	51870	05/08/2025
		19783	VILLAGE GAS	04/30/2025	540.44	540.44	51870	05/08/2025
17506								
17506	CELLCOM	695735	CELLPHONE - MARINA	05/05/2025	343.41	343.41	51871	05/08/2025
		696099	CELLPHONES- W	05/05/2025	640.99	640.99	51871	05/08/2025
17517								
17517	TR COCHAR	19518	TIRE REPLACEMENT	04/30/2025	121.00	121.00	51900	05/08/2025
20438								
20438	DEPT OF EM	1253000202506	HEALTH INS. - EMPLOYEE AMT	05/16/2025	23,617.96	23,617.96	266	05/08/2025

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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-0525-1117	EAP BENEFITS - ADMIN	05/01/2025	183.75	183.75	51876	05/08/2025
30701								
30701	FRONTIER	090205-5 May 2025	ROLL-OVER LINE	04/25/2025	7.00	7.00	51877	05/08/2025
		May2592015900141	PHONES-W	04/25/2025	232.81	232.81	51877	05/08/2025
30750								
30750	GOING CO I	274325	VILLAGE GARBAGE	05/01/2025	16,493.25	16,493.25	51879	05/08/2025
		274566	PARKS MAINT RECYCLING	05/01/2025	1,906.75	1,906.75	51879	05/08/2025
		274577	POST OFFICE TRASH	05/01/2025	64.36	64.36	51879	05/08/2025
		274583	WWTP RUBBISH REMOVAL	05/01/2025	43.45	43.45	51879	05/08/2025
		274684	RECYCLING - FIRE STATION	05/01/2025	56.14	56.14	51879	05/08/2025
40963								
40963	INSPECTIO	April 2025	BUILDING INSPECTION - APRIL	04/30/2025	1,803.50	1,803.50	51881	05/08/2025
41011								
41011	JIM'S GOLF	6948	MARINA - GOLF CAR MAINTENANCE	04/24/2025	149.91	149.91	51883	05/08/2025
41212								
41212	ROBERT E L	88403	MILL ROAD RECONSTRUCTION	04/25/2025	587.75	587.75	51895	05/08/2025
41319								
41319	MAY'S SPOR	25172	MOWER BLADES	04/29/2025	488.79	488.79	51884	05/08/2025
61630								
61630	PIGGLY WIG	April 2025	VOLUNTEER DAY SNACKS	05/06/2025	26.92	26.92	51891	05/08/2025
71891								
71891	SECURIAN F	June 2025	LIFE INSURANCE PREMIUMS - JUNE	05/06/2025	220.63	220.63	51896	05/08/2025
71926								
71926	SISTER BAY	63201	PW BLDG WATER USE	04/30/2025	61.48	61.48	51899	05/08/2025
71931								
71931	SISTER BAY	April 2025	VILLAGE GAS	04/30/2025	319.23	319.23	51898	05/08/2025
72051								
72051	TRUGREEN*	207867829	LAWN TREATMENT	04/30/2025	2,506.98	2,506.98	51901	05/08/2025
73003								
73003	VERIZON B	66573339	VILLAGE PHONE - LONG DISTANCE	04/10/2025	.29	.29	265	05/08/2025
82350								
82350	WI PUBLIC S	0402302054April25	ELECTRICITY - WATER	04/30/2025	8,182.02	8,182.02	51902	05/08/2025
		5453715730	STREET LIGHTS	04/28/2025	1,436.56	1,436.56	51902	05/08/2025
		5463267656	ADMIN BLDG	05/02/2025	3,280.26	3,280.26	51902	05/08/2025
100091								
100091	BADGER ME	80194898	ORION CELLULAR UNITS-LGUD	04/29/2025	83.72	83.72	51869	05/08/2025
100241								
100241	CRANE ENG	488838-00	DITCH 3-MUD VALVE REPLACEMENT	04/30/2025	11,014.17	11,014.17	51873	05/08/2025
100541								
100541	ITU ABSORB	8511740	WWTP LAUNDRY SERVICE	04/01/2025	102.38	102.38	51882	05/08/2025
		8526606	WWTP LAUNDRY SERVICE	04/29/2025	102.38	102.38	51882	05/08/2025
100691								
100691	MIDWEST M	0177552-IN	1 1/2" AND 2" METERS, TRANSMITTER	04/30/2025	13,120.00	13,120.00	51887	05/08/2025
100731								
100731	NCL OF WIS	519039	LAB SUPPLIES	04/24/2025	499.94	499.94	51888	05/08/2025
100761								
100761	NORTHERN	2506509	WWTP SAMPLE TESTING	04/28/2025	86.45	86.45	51889	05/08/2025
100871								
100871	QUALITY ST	933579	OIL-CLARIFIERS (WINTER/SUMMER B	05/01/2025	820.05	820.05	51892	05/08/2025
101207								
101207	DOOR COU	101760-April 2025	GENERAL SUPPLIES	04/30/2025	689.61	689.61	51875	05/08/2025
		502215- 4/30/2025	12634- STORAGE BOX FOR METER T	04/30/2025	43.98	43.98	51875	05/08/2025
1001209								
1001209	AMAZON CA	114-0051200-41178	MARINA FLAGS	05/06/2025	74.35	74.35	51868	05/08/2025
		114-8263142-35210	MARINA FLAGS	05/06/2025	39.98	39.98	51868	05/08/2025
		1DCF-VYPG-3VWR	BOOTS - RAMSAY	04/28/2025	144.95	144.95	51868	05/08/2025

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Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		1F1W-4LJH-416F	AIR FILTERS	05/06/2025	221.46	221.46	51868	05/08/2025
		1LRW-GQWG-T47	CREDIT MEMO INV 1F1W-4LJH-416F	05/08/2025	8.88-	8.88-	51868	05/08/2025
		1MTV-PVVH-YYNH	METAL DETECTOR 9V BATTERIES-W	04/14/2025	119.41	119.41	51868	05/08/2025
		1NF1-3NV7-VXKJ	BOOTS - COLLINS	05/05/2025	136.98	136.98	51868	05/08/2025
		1VFD-QPRM-9CN1	PARKS SUPPLIES	05/06/2025	330.93	330.93	51868	05/08/2025
1001210								
1001210	QUANTUM T	49952	MARINA SURVEILLANCE CAMERAS	05/01/2025	499.99	499.99	51893	05/08/2025
1001233								
1001233	NEXTIVA IN	40004641766	PHONE - VH	04/30/2025	451.84	451.84	264	05/08/2025
1001234								
1001234	MIDWEST C	7724	POLYMER	04/29/2025	2,475.00	2,475.00	51886	05/08/2025
1001238								
1001238	ADVANCE A	14666-426352	BEARING	03/13/2025	23.29	23.29	51866	05/08/2025
		14666-429674	AIR FILTERS	05/06/2025	237.93	237.93	51866	05/08/2025
1001242								
1001242	ZUCCHETTI	32294	LOGGICAL SUBSCRIPTION - MARINA	05/01/2025	194.00	194.00	263	05/08/2025
1001250								
1001250	DC PRINTIN	16729	FLOODPLAIN MAP LAMINATION	04/28/2025	55.00	55.00	51874	05/08/2025
1001253								
1001253	PIGEON AS	5154	WF PARK ASHPALT PATHWAY	04/30/2025	5,200.00	5,200.00	51890	05/08/2025
1001320								
1001320	MCMAHON	938910	WWTP FEASABILITY STUDY	04/30/2025	2,890.00	2,890.00	51885	05/08/2025
1001324								
1001324	CLIMATE CH	2504	TREE GIVEAWAY/EDUCATION	05/02/2025	495.00	495.00	51872	05/08/2025
1001335								
1001335	HUMAN RES	17230	BENEFITS CONSULTING	05/02/2025	75.00	75.00	51880	05/08/2025
1001343								
1001343	ALLIANCE C	4410	DPW BULDING - DRAW 7	04/30/2025	261,662.42	261,662.42	51867	05/08/2025
1001346								
1001346	SISTER BAY	April 2025	VILLAGE GAS	04/30/2025	137.72	137.72	51897	05/08/2025
1001347								
1001347	Rae-Cor Distr	053311	CUSTODIAL SUPPLIES	05/05/2025	252.45	252.45	51894	05/08/2025
20512								
20512	EFTPS - ON	PR0510250	PRINT PAPER CHECK TO UPDATE GL	05/14/2025	10,317.23	10,317.23	51622	05/14/2025
30751								
30751	GREAT-WES	PR0510250	Great West Deferred Comp. DEFERRE	05/14/2025	260.00	260.00	51623	05/14/2025
12221								
12221	BAY-LAKE R	7448	CDBG APPLICATION	05/01/2025	5,510.01	5,510.01	51905	05/14/2025
41010								
41010	JERRY'S FL	1022	GRANULES/DEER SPRAY	04/30/2025	44.00	44.00	51915	05/14/2025
41218								
41218	AIRGAS	5515905939	RENTAL FOR ARGON, ACETYLENE AN	04/30/2025	59.80	59.80	51903	05/14/2025
41316								
41316	MARCO INC	555279090	UTILITIES COPIES - W	05/01/2025	221.16	221.16	51916	05/14/2025
61539								
61539	OFFICE DEP	421016472001	UTIL OFFICE SUPPLIES - W	04/29/2025	103.85	103.85	51917	05/14/2025
		421985474001	COPY PAPER	05/02/2025	116.10	116.10	51917	05/14/2025
61614								
61614	PENINSULA	35471	HELP WANTED - ADMIN	05/01/2025	382.18	382.18	51922	05/14/2025
71927								
71927	SISTER BAY/	2025 Fire Truck	NEW FIRE TRUCK	04/01/2025	300,000.00	300,000.00	51923	05/14/2025
73003								
73003	VERIZON B	74561424	VILLAGE PHONE - LONG DISTANCE	05/10/2025	.29	.29	267	05/14/2025
100366								
100366	ENERGENE	0049317-IN	METER CALIBRATIONS	05/09/2025	1,075.00	1,075.00	51910	05/14/2025
100411								
100411	FERRELLGA	1130242927	PROPANE FIRE STATION	04/03/2025	954.16	954.16	51912	05/14/2025

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Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
		1130316320	PROPANE MAINTENANCE BLDG	04/11/2025	636.48	636.48	51912	05/14/2025
		1130316350	VILLAGE HALL PROPANE	04/11/2025	811.63	811.63	51912	05/14/2025
		1130423692	PROPANE FIRE STATION	04/23/2025	1,272.95	1,272.95	51912	05/14/2025
100446								
100446	GANNETT W	0007051119	SC CONCESSION STAND NOTICE	04/30/2025	116.54	116.54	51913	05/14/2025
100516								
100516	INNOVATIVE	38687	ENVELOPES- W	05/05/2025	87.00	87.00	51914	05/14/2025
100781								
100781	ONE TIME V	OVERPAYMENT 10	OVERPAYMENT 1060.01	05/13/2025	207.03	207.03	51920	05/14/2025
		PERMIT REFUND	REFUND SIGN PERMIT FEE	05/14/2025	250.00	250.00	51921	05/14/2025
		STR Overpayment 2	OVERPYMT STR LICENSE FEE	05/14/2025	500.00	500.00	51919	05/14/2025
		STR Overpayment 2	OVERPYMT STR LICENSE FEE	05/14/2025	500.00	500.00	51918	05/14/2025
101146								
101146	WISCONSIN	415004810-2025-1	ENVIRONMENTAL FEES	05/12/2025	1,788.38	1,788.38	51927	05/14/2025
1001168								
1001168	BAY STRIPI	05.09.25 - SB Marin	MARINA LOT STRIPING	05/10/2025	3,276.00	3,276.00	51904	05/14/2025
1001199								
1001199	SPECTRUM	104064501050125	ADMIN INTERNET	05/01/2025	160.00	160.00	51924	05/14/2025
1001231								
1001231	BERNIES W	222571	WATERSOFTNER & LAUNDRY WORK	05/05/2025	250.00	250.00	51906	05/14/2025
1001265								
1001265	CATER PLU	11723	SEASONAL START-UP - PARKS & BLD	05/06/2025	760.52	760.52	51908	05/14/2025
		11726	MARINA SEASONAL START-UP	05/07/2025	2,265.45	2,265.45	51908	05/14/2025
1001287								
1001287	TRIONIC CO	73937	REPLACEMENT DOCK BOX	05/12/2025	3,366.51	3,366.51	51925	05/14/2025
1001288								
1001288	WI SCTF	C.S. 051625	CHILD SUPPORT - 05/16/25 PAYROLL	05/14/2025	262.61	262.61	51926	05/14/2025
1001325								
1001325	Faith Leak D	1125	SB HYDRANT PAINTING	05/12/2025	29,900.00	29,900.00	51911	05/14/2025
1001329								
1001329	BLUDOT TE	A422213F-0003	DOCUMENT MANAGEMENT SERVICE	05/10/2025	4,740.00	4,740.00	51907	05/14/2025
1001344								
1001344	DOOR COU	23FA62-051625	05/16/25 PAYROLL WITHHOLDING	05/14/2025	25.00	25.00	51909	05/14/2025
Grand Totals:					1,216,835.97	1,216,835.97		

Report Criteria:

Summary report type printed

Invoice Detail.Input Date = 04/12/2025-05/16/2025

May 14, 2025

Volodymyr GAWRIK

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 04/12/2025-05/16/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10005									
10005	ACTION ELECTRIC INC	2029	WELL #2 PUMP CHECKED FOR	05/01/2025	125.00	125.00	05/08/2025		610
10007									
10007	ACTION APPRAISERS INC	3626	2025 MAINTENANCE WORK - M	05/01/2025	2,375.00	2,375.00	05/08/2025		100
10110									
10110	AFLAC	708990	EMPLOYEE-FUNDED PREMIUM	04/28/2025	136.26	136.26	05/01/2025		100
12221									
12221	BAY-LAKE REGIONAL PLAN	7448	CDBG APPLICATION	05/01/2025	5,510.01	5,510.01	05/14/2025		400
12242									
12242	GA COMPUTER SERVICES	INV-6666	INTERNET SEC - ADMIN	04/02/2025	59.95	59.95	05/08/2025		100
12242	GA COMPUTER SERVICES	INV-6682	SERVER BACKUP MONTHLY	04/13/2025	82.63	82.63	04/17/2025		100
12242	GA COMPUTER SERVICES	INV-6682	COMPUTER MONITORING/SER	04/13/2025	360.00	360.00	04/17/2025		100
12242	GA COMPUTER SERVICES	INV-6682	PARKS BLDG INTERNET	04/13/2025	20.45	20.45	04/17/2025		100
12242	GA COMPUTER SERVICES	INV-6682	VH INTERNET WI/FI	04/13/2025	13.64	13.64	04/17/2025		100
12242	GA COMPUTER SERVICES	INV-6682	MARINA INTERNET/WIFI	04/13/2025	40.91	40.91	04/17/2025		690
12242	GA COMPUTER SERVICES	INV-6684	INTERNET SEC - CLERK	04/14/2025	59.95	59.95	04/17/2025		100
12242	GA COMPUTER SERVICES	INV-6695	INTERNET SEC - ADMIN	04/23/2025	59.95	59.95	04/25/2025		100
12242	GA COMPUTER SERVICES	INV-6695	INTERNET SEC - W	04/23/2025	19.18	19.18	04/25/2025		610
12242	GA COMPUTER SERVICES	INV-6695	INTERNET SEC - WW	04/23/2025	35.37	35.37	04/25/2025		620
12242	GA COMPUTER SERVICES	INV-6695	INTERNET SEC - C	04/23/2025	5.40	5.40	04/25/2025		630
13260									
13260	BHIRDO'S BY THE BAY	19780	VEHICLE FUEL ALLOCATION-W	03/31/2025	120.64	120.64	05/08/2025		610
13260	BHIRDO'S BY THE BAY	19780	VEHICLE FUEL ALLOCATION-W	03/31/2025	222.43	222.43	05/08/2025		620
13260	BHIRDO'S BY THE BAY	19780	EQUIP FUEL ALLOC-WW	03/31/2025	23.31	23.31	05/08/2025		620
13260	BHIRDO'S BY THE BAY	19780	VEHICLE FUEL ALLOCATION-C	03/31/2025	33.93	33.93	05/08/2025		630
13260	BHIRDO'S BY THE BAY	19783	VILLAGE GAS	04/30/2025	540.44	540.44	05/08/2025		100
13499									
13499	MACQUEEN EQUIPMENT LL	P37910	SWING CYLINDER	04/02/2025	838.92	838.92	04/17/2025		100
13499	MACQUEEN EQUIPMENT LL	P37941	HUB HEX	04/03/2025	221.80	221.80	04/17/2025		100
13499	MACQUEEN EQUIPMENT LL	P37941	BEARING ASSY	04/03/2025	114.18	114.18	04/17/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	April 2025	BOR/LWM TRAINING VIDEOS	04/18/2025	147.75	147.75	04/25/2025		100
14309	ELAN FINANCIAL SERVICES	April 2025	SUPPANZ FAREWELL LUNCH	04/18/2025	87.98	87.98	04/25/2025		100
14309	ELAN FINANCIAL SERVICES	April 2025	MONTHLY IT SUBSCRIPTIONS	04/18/2025	58.46	58.46	04/25/2025		100
14309	ELAN FINANCIAL SERVICES	April 2025	AMERICAN FLAGS - FACILITIES	04/18/2025	129.00	129.00	04/25/2025		100
14309	ELAN FINANCIAL SERVICES	April 2025	UNIFORMS - LINCZMAIER	04/18/2025	157.28	157.28	04/25/2025		100
14309	ELAN FINANCIAL SERVICES	April 2025	CORDLESS TOOLS AND BATTE	04/18/2025	667.00	667.00	04/25/2025		100
14309	ELAN FINANCIAL SERVICES	April 2025	TOOLS FOR PW TRUCKS	04/18/2025	575.99	575.99	04/25/2025		100
14309	ELAN FINANCIAL SERVICES	April 2025	AMERICAN FLAGS - PARKS	04/18/2025	127.82	127.82	04/25/2025		100
14309	ELAN FINANCIAL SERVICES	April 2025	ZONING UNIFORMS	04/18/2025	225.84	225.84	04/25/2025		100
14310									
14310	CAPTAIN COMMODOES INC	65526	SLUDGE HAULING	03/04/2025	7,781.00	7,781.00	04/25/2025		620
14310	CAPTAIN COMMODOES INC	65918	COMMODE RENTAL - DOG PAR	04/28/2025	110.00	110.00	04/25/2025		100
17506									
17506	CELLCOM	580517	CELLPHONES- PARKS	04/05/2025	185.08	185.08	04/17/2025		100
17506	CELLCOM	580517	CELLPHONES - ZONING	04/05/2025	248.21	248.21	04/17/2025		100
17506	CELLCOM	580517	CELLPHONE - MARINA	04/05/2025	75.72	75.72	04/17/2025		690
17506	CELLCOM	695735	CELLPHONES- PARKS	05/05/2025	232.73	232.73	05/08/2025		100
17506	CELLCOM	695735	CELLPHONES - ZONING	05/05/2025	39.43	39.43	05/08/2025		100
17506	CELLCOM	695735	CELLPHONE - MARINA	05/05/2025	71.25	71.25	05/08/2025		690
17506	CELLCOM	696099	CELLPHONES- W	05/05/2025	205.12	205.12	05/08/2025		610

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
17506	CELLCOM	696099	CELLPHONES- WW	05/05/2025	378.18	378.18	05/08/2025		620
17506	CELLCOM	696099	CELLPHONES- C	05/05/2025	57.69	57.69	05/08/2025		630
17517									
17517	TR COCHART INC	19518	TIRE REPLACEMENT	04/30/2025	121.00	121.00	05/08/2025		100
20007									
20007	DELTA DENTAL OF WIS	2338273	DENTAL INSURANCE - MAY	04/16/2025	595.02	595.02	04/17/2025		100
20007	DELTA DENTAL OF WIS	2341322	VISION INSURANCE - MAY	04/16/2025	175.30	175.30	04/17/2025		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYEE AMT	05/16/2025	3,412.63	3,412.63	05/08/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	HEALTH INS. - EMPLOYER AMT	05/16/2025	19,338.25	19,338.25	05/08/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYEE AMT	05/16/2025	130.06	130.06	05/08/2025		100
20438	DEPT OF EMPLOYEE TRUS	125300020250	DENTAL INS. - EMPLOYER AMT	05/16/2025	737.02	737.02	05/08/2025		100
20451									
20451	DOOR COUNTY HIGHWAY D	2025-33000111	SNOW REMOVAL	04/11/2025	6,109.97	6,109.97	04/17/2025		100
20451	DOOR COUNTY HIGHWAY D	2025-33000116	WINTER OPERATIONS- SNOWP	04/11/2025	92.32	92.32	04/17/2025		620
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0412250	PRINT PAPER CHECK TO UPDA	04/15/2025	3,518.91	3,518.91	04/15/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0412250	PRINT PAPER CHECK TO UPDA	04/15/2025	3,518.91	3,518.91	04/15/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0412250	PRINT PAPER CHECK TO UPDA	04/15/2025	822.97	822.97	04/15/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0412250	PRINT PAPER CHECK TO UPDA	04/15/2025	822.97	822.97	04/15/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0412250	PRINT PAPER CHECK TO UPDA	04/15/2025	6,746.23	6,746.23	04/15/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0426250	PRINT PAPER CHECK TO UPDA	05/01/2025	2,479.88	2,479.88	05/01/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0426250	PRINT PAPER CHECK TO UPDA	05/01/2025	2,479.88	2,479.88	05/01/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0426250	PRINT PAPER CHECK TO UPDA	05/01/2025	579.97	579.97	05/01/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0426250	PRINT PAPER CHECK TO UPDA	05/01/2025	579.97	579.97	05/01/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0426250	PRINT PAPER CHECK TO UPDA	05/01/2025	3,823.98	3,823.98	05/01/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0510250	PRINT PAPER CHECK TO UPDA	05/14/2025	2,583.99	2,583.99	05/14/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0510250	PRINT PAPER CHECK TO UPDA	05/14/2025	2,583.99	2,583.99	05/14/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0510250	PRINT PAPER CHECK TO UPDA	05/14/2025	604.31	604.31	05/14/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0510250	PRINT PAPER CHECK TO UPDA	05/14/2025	604.31	604.31	05/14/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0510250	PRINT PAPER CHECK TO UPDA	05/14/2025	3,940.63	3,940.63	05/14/2025		100
20514									
20514	ERC INC	ERC-0525-111	EAP BENEFITS - ADMIN	05/01/2025	22.97	22.97	05/08/2025		100
20514	ERC INC	ERC-0525-111	EAP BENEFITS - CLERK	05/01/2025	11.48	11.48	05/08/2025		100
20514	ERC INC	ERC-0525-111	EAP BENEFITS - FINANCE	05/01/2025	11.48	11.48	05/08/2025		100
20514	ERC INC	ERC-0525-111	EAP BENEFITS - PARKS & STRE	05/01/2025	57.42	57.42	05/08/2025		100
20514	ERC INC	ERC-0525-111	EAP BENEFITS - WATER	05/01/2025	20.68	20.68	05/08/2025		610
20514	ERC INC	ERC-0525-111	EAP BENEFITS - WASTEWATER	05/01/2025	41.35	41.35	05/08/2025		620
20514	ERC INC	ERC-0525-111	EAP BENEFITS - COLLECTION	05/01/2025	6.89	6.89	05/08/2025		630
20514	ERC INC	ERC-0525-111	EAP BENEFITS - MARINA	05/01/2025	11.48	11.48	05/08/2025		690
30701									
30701	FRONTIER	090205-5 May	ROLL-OVER LINE	04/25/2025	7.00	7.00	05/08/2025		100
30701	FRONTIER	May259201590	PHONES-W	04/25/2025	116.40	116.40	05/08/2025		610
30701	FRONTIER	May259201590	PHONES-WW	04/25/2025	116.41	116.41	05/08/2025		620
30750									
30750	GOING CO INC	269964	VILLAGE GARBAGE	04/01/2025	11,355.69	11,355.69	04/17/2025		100
30750	GOING CO INC	269964	REPLACEMENT CARTS - 2270	04/01/2025	150.00	150.00	04/17/2025		100
30750	GOING CO INC	269964	VILLAGE RECYCLING	04/01/2025	2,408.70	2,408.70	04/17/2025		100
30750	GOING CO INC	270171	PARKS MAINT TRASH	04/01/2025	113.10	113.10	04/17/2025		100
30750	GOING CO INC	274325	VILLAGE GARBAGE	05/01/2025	13,767.10	13,767.10	05/08/2025		100
30750	GOING CO INC	274325	VILLAGE RECYCLING	05/01/2025	2,726.15	2,726.15	05/08/2025		100
30750	GOING CO INC	274566	PARKS MAINT TRASH	05/01/2025	1,785.75	1,785.75	05/08/2025		100
30750	GOING CO INC	274566	PARKS MAINT RECYCLING	05/01/2025	121.00	121.00	05/08/2025		100
30750	GOING CO INC	274577	POST OFFICE TRASH	05/01/2025	64.36	64.36	05/08/2025		100
30750	GOING CO INC	274583	WWTP RUBBISH REMOVAL	05/01/2025	43.45	43.45	05/08/2025		620
30750	GOING CO INC	274684	RECYCLING - FIRE STATION	05/01/2025	56.14	56.14	05/08/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
30751									
30751	GREAT-WEST TRUST COMP	PR0412250	Great West Deferred Comp. DEF	04/15/2025	185.00	185.00	04/15/2025		100
30751	GREAT-WEST TRUST COMP	PR0412250	Great West Deferred Comp. DEF	04/15/2025	100.00	100.00	04/15/2025		100
30751	GREAT-WEST TRUST COMP	PR0426250	Great West Deferred Comp. DEF	05/01/2025	160.00	160.00	05/01/2025		100
30751	GREAT-WEST TRUST COMP	PR0426250	Great West Deferred Comp. DEF	05/01/2025	100.00	100.00	05/01/2025		100
30751	GREAT-WEST TRUST COMP	PR0510250	Great West Deferred Comp. DEF	05/14/2025	160.00	160.00	05/14/2025		100
30751	GREAT-WEST TRUST COMP	PR0510250	Great West Deferred Comp. DEF	05/14/2025	100.00	100.00	05/14/2025		100
31809									
31809	HSABANK	April 2025	EMPLOYEE CONTRIBUTION - A	04/14/2025	435.00	435.00	04/17/2025		100
40963									
40963	INSPECTION SPECIALISTS	April 2025	BUILDING INSPECTION - APRIL	04/30/2025	1,803.50	1,803.50	05/08/2025		100
41010									
41010	JERRY'S FLOWERS	1022	GRANULES/DEER SPRAY	04/30/2025	44.00	44.00	05/14/2025		100
41011									
41011	JIM'S GOLF CARS INC	6948	MARINA - GOLF CAR MAINTEN	04/24/2025	149.91	149.91	05/08/2025		690
41198									
41198	PEDER LAUSCHER	April 2025	BOOTS - LAUSCHER	04/15/2025	97.59	97.59	05/01/2025		100
41205									
41205	WISCONSIN BUILDING SUP	3056351	CONCRETE MIX - SHUTTLE BU	04/01/2025	154.87	154.87	04/17/2025		100
41210									
41210	LEAGUE OF WI MUNICIPALI	Publications - A	LEAGUE PUBLICATIONS	04/30/2025	90.00	90.00	05/01/2025		100
41212									
41212	ROBERT E LEE & ASSOC IN	88403	MILL ROAD RECONSTRUCTION	04/25/2025	587.75	587.75	05/08/2025		400
41218									
41218	AIRGAS	5515905939	RENTAL FOR ARGON, ACETYLE	04/30/2025	59.80	59.80	05/14/2025		620
41316									
41316	MARCO INC	39041706	GENERAL COPIES	04/21/2025	189.64	189.64	04/25/2025		100
41316	MARCO INC	39041706	ZONING COPIES	04/21/2025	212.22	212.22	04/25/2025		100
41316	MARCO INC	39041706	STR COPIES	04/21/2025	110.84	110.84	04/25/2025		100
41316	MARCO INC	39041706	ELECTION COPIES	04/21/2025	10.91	10.91	04/25/2025		100
41316	MARCO INC	39041706	UTILITIES COPIES - W	04/21/2025	13.62	13.62	04/25/2025		610
41316	MARCO INC	39041706	LGUD #1 COPIES	04/21/2025	3.17	3.17	04/25/2025		610
41316	MARCO INC	39041706	UTILITIES COPIES - WW	04/21/2025	25.12	25.12	04/25/2025		620
41316	MARCO INC	39041706	LGUD #1 COPIES	04/21/2025	3.17	3.17	04/25/2025		620
41316	MARCO INC	39041706	UTILITIES COPIES - C	04/21/2025	3.83	3.83	04/25/2025		630
41316	MARCO INC	39041706	MARINA COPIES	04/21/2025	1.44	1.44	04/25/2025		690
41316	MARCO INC	553517293	UTILITIES COPIES - W	04/01/2025	141.54	141.54	04/17/2025		610
41316	MARCO INC	553517293	UTILITIES COPIES - WW	04/01/2025	260.97	260.97	04/17/2025		620
41316	MARCO INC	553517293	UTILITIES COPIES - C	04/01/2025	39.81	39.81	04/17/2025		630
41316	MARCO INC	555279090	UTILITIES COPIES - W	05/01/2025	70.77	70.77	05/14/2025		610
41316	MARCO INC	555279090	UTILITIES COPIES - WW	05/01/2025	130.49	130.49	05/14/2025		620
41316	MARCO INC	555279090	UTILITIES COPIES - C	05/01/2025	19.90	19.90	05/14/2025		630
41319									
41319	MAY'S SPORT CENTER	25172	MOWER BLADES	04/29/2025	488.79	488.79	05/08/2025		100
51399									
51399	MONROE TRUCK EQUIP IN	47823	LIGHT BAR/BACK-UP ALARM/ T	04/28/2025	7,743.00	7,743.00	05/01/2025		100
51399	MONROE TRUCK EQUIP IN	47823	SNOW PLOW	04/28/2025	9,926.00	9,926.00	05/01/2025		100
51410									
51410	NAPA STURGEON BAY	305788	ACCESSORY RELAY	04/10/2025	13.49	13.49	04/17/2025		100
61539									
61539	OFFICE DEPOT BUSINESS	418537484001	ADMIN OFFICE SUPPLIES	04/14/2025	22.60	22.60	05/01/2025		100
61539	OFFICE DEPOT BUSINESS	418537484001	ZONING CODE BINDERS	04/14/2025	99.21	99.21	05/01/2025		100
61539	OFFICE DEPOT BUSINESS	419034508001	UTIL OFFICE SUPPLIES - W	04/17/2025	16.50	16.50	05/01/2025		610
61539	OFFICE DEPOT BUSINESS	419034508001	UTIL OFFICE SUPPLIES - WW	04/17/2025	30.43	30.43	05/01/2025		620
61539	OFFICE DEPOT BUSINESS	419034508001	UTIL OFFICE SUPPLIES - C	04/17/2025	4.66	4.66	05/01/2025		630
61539	OFFICE DEPOT BUSINESS	419051704001	UTIL OFFICE SUPPLIES - W	05/15/2025	15.48	15.48	05/01/2025		610
61539	OFFICE DEPOT BUSINESS	419051704001	UTIL OFFICE SUPPLIES - WW	05/15/2025	28.54	28.54	05/01/2025		620

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
61539	OFFICE DEPOT BUSINESS	419051704001	UTIL OFFICE SUPPLIES - C	05/15/2025	4.36	4.36	05/01/2025		630
61539	OFFICE DEPOT BUSINESS	421016472001	UTIL OFFICE SUPPLIES - W	04/29/2025	5.92	5.92	05/14/2025		610
61539	OFFICE DEPOT BUSINESS	421016472001	CUSTODIAL SUPPLIES - W	04/29/2025	27.32	27.32	05/14/2025		610
61539	OFFICE DEPOT BUSINESS	421016472001	UTIL OFFICE SUPPLIES - WW	04/29/2025	10.92	10.92	05/14/2025		620
61539	OFFICE DEPOT BUSINESS	421016472001	CUSTODIAL SUPPLIES - WW	04/29/2025	50.34	50.34	05/14/2025		620
61539	OFFICE DEPOT BUSINESS	421016472001	UTIL OFFICE SUPPLIES - C	04/29/2025	1.68	1.68	05/14/2025		630
61539	OFFICE DEPOT BUSINESS	421016472001	CUSTODIAL SUPPLIES - C	04/29/2025	7.67	7.67	05/14/2025		630
61539	OFFICE DEPOT BUSINESS	421985474001	COPY PAPER	05/02/2025	45.99	45.99	05/14/2025		100
61539	OFFICE DEPOT BUSINESS	421985474001	MARINA OFFICE SUPPLIES	05/02/2025	24.12	24.12	05/14/2025		690
61539	OFFICE DEPOT BUSINESS	421985474001	COPY PAPER	05/02/2025	45.99	45.99	05/14/2025		690
61614									
61614	PENINSULA PULSE	35184	VH PUB HEARING NOTICE	04/01/2025	175.46	175.46	04/17/2025		100
61614	PENINSULA PULSE	35184	2024 WATER QUALITY BROCHU	04/01/2025	424.65	424.65	04/17/2025		610
61614	PENINSULA PULSE	35240	2024 TAX BILL LETTER	04/01/2025	247.00	247.00	04/17/2025		100
61614	PENINSULA PULSE	35471	HELP WANTED - ADMIN	05/01/2025	127.40	127.40	05/14/2025		100
61614	PENINSULA PULSE	35471	SC CONCESSION STAND BID	05/01/2025	254.78	254.78	05/14/2025		100
61630									
61630	PIGGLY WIGGLY	April 2025	VOLUNTEER DAY SNACKS	05/06/2025	23.42	23.42	05/08/2025		100
61630	PIGGLY WIGGLY	April 2025	LAB SUPPLIES - ICE	05/06/2025	3.50	3.50	05/08/2025		620
71890									
71890	SCHAUT TECHNOLOGIES L	4	BATTERY BACKUP - TROUBLES	04/29/2025	150.00	150.00	05/01/2025		100
71891									
71891	SECURIAN FINANCIAL GRO	June 2025	LIFE INSURANCE PREMIUMS -	05/06/2025	220.63	220.63	05/08/2025		100
71907									
71907	CLIFTONLARSONALLEN LL	L2511997930	YEAR END CLOSE	04/08/2025	2,394.00	2,394.00	04/17/2025		100
71907	CLIFTONLARSONALLEN LL	L2511997930	YEAR END CLOSE	04/08/2025	498.75	498.75	04/17/2025		610
71907	CLIFTONLARSONALLEN LL	L2511997930	YEAR END CLOSE	04/08/2025	997.50	997.50	04/17/2025		620
71907	CLIFTONLARSONALLEN LL	L2511997930	YEAR END CLOSE	04/08/2025	299.25	299.25	04/17/2025		630
71907	CLIFTONLARSONALLEN LL	L2511997930	YEAR END CLOSE	04/08/2025	798.00	798.00	04/17/2025		690
71920									
71920	SISTER BAY ADVANCEMEN	Support - 2025	QUARTER 1 SUPPORT	04/18/2025	17,067.42	17,067.42	04/25/2025		100
71926									
71926	SISTER BAY SEWER & WAT	63201	PW BLDG WATER USE	04/30/2025	61.48	61.48	05/08/2025		100
71927									
71927	SISTER BAY/LIBERTY GRO	2025 Fire Truck	NEW FIRE TRUCK	04/01/2025	300,000.00	300,000.00	05/14/2025		400
71931									
71931	SISTER BAY PETRO	April 2025	VILLAGE GAS	04/30/2025	108.23	108.23	05/08/2025		100
71931	SISTER BAY PETRO	April 2025	UTILITY GAS - W	04/30/2025	67.52	67.52	05/08/2025		610
71931	SISTER BAY PETRO	April 2025	UTILITY GAS - WW	04/30/2025	124.49	124.49	05/08/2025		620
71931	SISTER BAY PETRO	April 2025	UTILITY GAS - C	04/30/2025	18.99	18.99	05/08/2025		630
71990									
71990	GREG SUNSTROM	Sunstrom Refu	REFUND MARINA WL DEPOSIT	04/01/2025	200.00	200.00	04/17/2025		690
72049									
72049	UNITED STATES TREASURY	CP210: 39-602	941 FILING - MARCH 31, 2023	04/21/2025	1,521.00	1,521.00	05/01/2025		100
72051									
72051	TRUGREEN*CHEMLAWN	207867829	LAWN TREATMENT	04/30/2025	2,506.98	2,506.98	05/08/2025		100
73003									
73003	VERIZON BUSINESS	66573339	VILLAGE PHONE - LONG DISTA	04/10/2025	.29	.29	05/08/2025		100
73003	VERIZON BUSINESS	74561424	VILLAGE PHONE - LONG DISTA	05/10/2025	.29	.29	05/14/2025		100
82350									
82350	WI PUBLIC SERVICE	0402302054Ap	ELECTRICITY - PW BUILDING C	04/30/2025	435.89	435.89	05/08/2025		100
82350	WI PUBLIC SERVICE	0402302054Ap	ELECTRICITY - INFO BOOTH	04/30/2025	89.93	89.93	05/08/2025		100
82350	WI PUBLIC SERVICE	0402302054Ap	ELECTRICITY - WATER	04/30/2025	1,676.08	1,676.08	05/08/2025		610
82350	WI PUBLIC SERVICE	0402302054Ap	ELECTRICITY - WASTEWATER	04/30/2025	5,363.49	5,363.49	05/08/2025		620
82350	WI PUBLIC SERVICE	0402302054Ap	ELECTRICITY - COLLECTION	04/30/2025	616.63	616.63	05/08/2025		630
82350	WI PUBLIC SERVICE	5453715730	STREET LIGHTS	04/28/2025	1,436.56	1,436.56	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	FUTURE FACILITIES SITE	05/02/2025	18.81	18.81	05/08/2025		100

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
82350	WI PUBLIC SERVICE	5463267656	MAINTENANCE BLDG	05/02/2025	196.64	196.64	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	VILLAGE HALL	05/02/2025	188.44	188.44	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	FIRE STATION	05/02/2025	349.58	349.58	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	ADMIN BLDG	05/02/2025	573.10	573.10	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	STREET LIGHTS	05/02/2025	285.10	285.10	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	PARKS	05/02/2025	94.49	94.49	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	SPORTS COMPLEX	05/02/2025	620.02	620.02	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	BIKE TRAIL LIGHTS	05/02/2025	99.04	99.04	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	SWALE PUMP	05/02/2025	174.91	174.91	05/08/2025		100
82350	WI PUBLIC SERVICE	5463267656	BOATHOUSE	05/02/2025	23.81	23.81	05/08/2025		690
82350	WI PUBLIC SERVICE	5463267656	DOCKS	05/02/2025	656.32	656.32	05/08/2025		690
82350	WI PUBLIC SERVICE	April25040716	WELL #3 - SISTER BAY	04/15/2025	350.98	350.98	04/25/2025		610
82350	WI PUBLIC SERVICE	April25040716	WELL #3 - LGUD	04/15/2025	116.99	116.99	04/25/2025		610
99996									
99996	ONE TIME VENDOR	Overby Refund	REFUND FS SALES TAX	04/28/2025	2.83	2.83	05/01/2025		100
99996	ONE TIME VENDOR	Overby Refund	REFUND FS RENTAL FEES	04/28/2025	47.17	47.17	05/01/2025		100
99998									
99998	ONE TIME VENDOR	STR Fee Refun	REFUND OVERPAYMENT - STR	04/21/2025	500.00	500.00	04/25/2025		100
99999									
99999	ONE TIME VENDOR	CARROLL REF	REFUND MARINA WL DEPOSIT	04/28/2025	200.00	200.00	05/01/2025		690
100091									
10009	BADGER METER INC	80194898	ORION CELLULAR UNITS-W	04/29/2025	18.93	18.93	05/08/2025		610
10009	BADGER METER INC	80194898	ORION CELLULAR UNITS-LGUD	04/29/2025	24.57	24.57	05/08/2025		610
10009	BADGER METER INC	80194898	ORION CELLULAR UNITS-WW	04/29/2025	34.90	34.90	05/08/2025		620
10009	BADGER METER INC	80194898	ORION CELLULAR UNITS-C	04/29/2025	5.32	5.32	05/08/2025		630
100241									
10024	CRANE ENGINEERING INC	488838-00	DITCH 3-MUD VALVE REPLACE	04/30/2025	11,014.17	11,014.17	05/08/2025		620
100366									
10036	ENERGENECS INC	0049317-IN	METER CALIBRATIONS	05/09/2025	1,075.00	1,075.00	05/14/2025		620
100411									
10041	FERRELLGAS	1130242927	PROPANE FIRE STATION	04/03/2025	954.16	954.16	05/14/2025		100
10041	FERRELLGAS	1130316320	PROPANE MAINTENANCE BLD	04/11/2025	636.48	636.48	05/14/2025		100
10041	FERRELLGAS	1130316350	VILLAGE HALL PROPANE	04/11/2025	811.63	811.63	05/14/2025		100
10041	FERRELLGAS	1130423692	PROPANE FIRE STATION	04/23/2025	1,272.95	1,272.95	05/14/2025		100
100446									
10044	GANNETT WISCONSIN LOC	0007051119	SC CONCESSION STAND NOTI	04/30/2025	116.54	116.54	05/14/2025		400
100491									
10049	HAWKINS INC	7030612	CHEMICALS - WELL #1 AZONE	04/08/2025	196.37	196.37	04/17/2025		610
10049	HAWKINS INC	7030612	CHEMICALS - WELL #3	04/08/2025	196.37	196.37	04/17/2025		610
100516									
10051	INNOVATIVE PRINTING LLC	38516	WATER QUALITY BROCHURES	04/07/2025	323.00	323.00	04/17/2025		610
10051	INNOVATIVE PRINTING LLC	38526	ZONING SUPPLIES	04/14/2025	10.00	10.00	04/25/2025		100
10051	INNOVATIVE PRINTING LLC	38579	LAUNCH PASSES	04/28/2025	228.00	228.00	05/01/2025		690
10051	INNOVATIVE PRINTING LLC	38580	LAUNCH PASSES	04/14/2025	212.00	212.00	04/25/2025		690
10051	INNOVATIVE PRINTING LLC	38650	VOLUNTEER DAY POSTERS	04/21/2025	41.00	41.00	05/01/2025		100
10051	INNOVATIVE PRINTING LLC	38687	ENVELOPES- W	05/05/2025	27.84	27.84	05/14/2025		610
10051	INNOVATIVE PRINTING LLC	38687	ENVELOPES- WW	05/05/2025	51.33	51.33	05/14/2025		620
10051	INNOVATIVE PRINTING LLC	38687	ENVELOPES- C	05/05/2025	7.83	7.83	05/14/2025		630
100541									
10054	ITU ABSORB TECH	8511740	RAGS- W	04/01/2025	6.85	6.85	05/08/2025		610
10054	ITU ABSORB TECH	8511740	WWTP LAUNDRY SERVICE	04/01/2025	80.97	80.97	05/08/2025		620
10054	ITU ABSORB TECH	8511740	RAGS- WW	04/01/2025	12.63	12.63	05/08/2025		620
10054	ITU ABSORB TECH	8511740	RAGS- C	04/01/2025	1.93	1.93	05/08/2025		630
10054	ITU ABSORB TECH	8526606	RAGS- W	04/29/2025	6.85	6.85	05/08/2025		610
10054	ITU ABSORB TECH	8526606	WWTP LAUNDRY SERVICE	04/29/2025	80.97	80.97	05/08/2025		620
10054	ITU ABSORB TECH	8526606	RAGS- WW	04/29/2025	12.63	12.63	05/08/2025		620
10054	ITU ABSORB TECH	8526606	RAGS- C	04/29/2025	1.93	1.93	05/08/2025		630

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
100691									
10069	MIDWEST METER INC	0176822-IN	3/4" METER REGISTER 48 EA, C	04/07/2025	13,103.85	13,103.85	04/17/2025		610
10069	MIDWEST METER INC	0177552-IN	1 1/2" AND 2" METERS, TRANS	04/30/2025	13,120.00	13,120.00	05/08/2025		610
100731									
10073	NCL OF WISCONSIN INC	518011	LAB SUPPLIES	04/03/2025	104.63	104.63	04/17/2025		620
10073	NCL OF WISCONSIN INC	518068	LAB CHEMICALS	04/04/2025	167.48	167.48	04/17/2025		620
10073	NCL OF WISCONSIN INC	518068	LAB SUPPLIES	04/04/2025	560.32	560.32	04/17/2025		620
10073	NCL OF WISCONSIN INC	518403	LAB CHEMICALS	04/11/2025	190.43	190.43	04/25/2025		620
10073	NCL OF WISCONSIN INC	519039	LAB SUPPLIES	04/24/2025	499.94	499.94	05/08/2025		620
100746									
10074	NORTH WOODS SUPERIOR	414324	SLICK SILICONE LUBE	04/15/2025	182.05	182.05	04/25/2025		620
100761									
10076	NORTHERN LAKE SERVICE	2506509	WWTP SAMPLE TESTING	04/28/2025	86.45	86.45	05/08/2025		620
100781									
10078	ONE TIME VENDOR	OVERPAYMEN	OVERPAYMENT 1060.01	05/13/2025	207.03	207.03	05/14/2025		001
10078	ONE TIME VENDOR	PERMIT REFU	REFUND SIGN PERMIT FEE	05/14/2025	250.00	250.00	05/14/2025		100
10078	ONE TIME VENDOR	STR Overpaym	OVERPYMT STR LICENSE FEE	05/14/2025	500.00	500.00	05/14/2025		100
10078	ONE TIME VENDOR	STR Overpaym	OVERPYMT STR LICENSE FEE	05/14/2025	500.00	500.00	05/14/2025		100
100851									
10085	PREMIER REAL ESTATE MG	Overpayment 7	OVERPAYMENT 7287.04	04/10/2025	174.26	174.26	04/17/2025		001
100871									
10087	QUALITY STATE OIL INC	933579	OIL-CLARIFIERS (WINTER/SUM	05/01/2025	316.18	316.18	05/08/2025		620
10087	QUALITY STATE OIL INC	933579	GREASE-WWTP EQUIPMENT	05/01/2025	182.42	182.42	05/08/2025		620
10087	QUALITY STATE OIL INC	933579	OIL-PRETREATMENT BLOWER	05/01/2025	227.42	227.42	05/08/2025		620
10087	QUALITY STATE OIL INC	933579	OIL-WAS PUMP AND CONCENT	05/01/2025	94.03	94.03	05/08/2025		620
101146									
10114	WISCONSIN DNR	415004810-20	ENVIRONMENTAL FEES	05/12/2025	1,788.38	1,788.38	05/14/2025		620
101166									
10116	WULF BROTHERS INC	169210017	AC UNIT FILTER, PLEATED, 16	04/22/2025	17.95	17.95	04/25/2025		620
101207									
10120	DOOR COUNTY HARDWAR	101760-April 2	GENERAL SUPPLIES	04/30/2025	18.49	18.49	05/08/2025		100
10120	DOOR COUNTY HARDWAR	101760-April 2	GLOVES	04/30/2025	25.99	25.99	05/08/2025		100
10120	DOOR COUNTY HARDWAR	101760-April 2	DPW SHOP SUPPLIES	04/30/2025	6.38	6.38	05/08/2025		100
10120	DOOR COUNTY HARDWAR	101760-April 2	DPW MACHINERY REPAIR	04/30/2025	131.62	131.62	05/08/2025		100
10120	DOOR COUNTY HARDWAR	101760-April 2	PARKS TOOLS	04/30/2025	114.96	114.96	05/08/2025		100
10120	DOOR COUNTY HARDWAR	101760-April 2	PARKS SUPPLIES	04/30/2025	272.24	272.24	05/08/2025		100
10120	DOOR COUNTY HARDWAR	101760-April 2	GROUND MAINT	04/30/2025	89.96	89.96	05/08/2025		100
10120	DOOR COUNTY HARDWAR	101760-April 2	SC SUPPLIES	04/30/2025	13.98	13.98	05/08/2025		100
10120	DOOR COUNTY HARDWAR	101760-April 2	DOCK MAINT	04/30/2025	15.99	15.99	05/08/2025		690
10120	DOOR COUNTY HARDWAR	502215- 4/30/2	12634- STORAGE BOX FOR ME	04/30/2025	8.99	8.99	05/08/2025		610
10120	DOOR COUNTY HARDWAR	502215- 4/30/2	12662- HOSE FOR PRETREATM	04/30/2025	34.99	34.99	05/08/2025		620
1001150									
10011	CORE & MAIN LP	W778531	1-1/2 BALL CURBSTOP	04/11/2025	399.05	399.05	04/17/2025		610
1001164									
10011	KASTNER PYROTECHNICS	11736-1	FIREWORKS	04/10/2025	8,785.68	8,785.68	04/17/2025		100
1001168									
10011	BAY STRIPING LLC	05.09.25 - SB	MARINA LOT STRIPING	05/10/2025	3,276.00	3,276.00	05/14/2025		690
1001175									
10011	ERIK LINCZMAIER	April 2025	CLOTHING REIMBURSEMENT	04/28/2025	38.94	38.94	05/01/2025		100
1001199									
10011	SPECTRUM ENTERPRISE	104064501050	ADMIN INTERNET	05/01/2025	160.00	160.00	05/14/2025		100
10011	SPECTRUM ENTERPRISE	171222601042	PARKS MAINT INTERNET	04/21/2025	150.00	150.00	05/01/2025		100
10011	SPECTRUM ENTERPRISE	171227201042	VH PHONE	04/21/2025	40.00	40.00	05/01/2025		100
10011	SPECTRUM ENTERPRISE	171227201042	VH INTERNET	04/21/2025	140.00	140.00	05/01/2025		100
10011	SPECTRUM ENTERPRISE	171227501042	INTERNET - MARINA	04/21/2025	319.96	319.96	05/01/2025		690
10011	SPECTRUM ENTERPRISE	171227501042	CABLE TV - MARINA	04/21/2025	81.99	81.99	05/01/2025		690

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001209									
10012	AMAZON CAPITAL SERVICE	114-0051200-4	MARINA FLAGS	05/06/2025	74.35	74.35	05/08/2025		690
10012	AMAZON CAPITAL SERVICE	114-8263142-3	MARINA FLAGS	05/06/2025	39.98	39.98	05/08/2025		690
10012	AMAZON CAPITAL SERVICE	1DCF-VYPG-3	BOOTS - RAMSAY	04/28/2025	144.95	144.95	05/08/2025		100
10012	AMAZON CAPITAL SERVICE	1F1W-4LJH-41	AIR FILTERS	05/06/2025	23.65	23.65	05/08/2025		100
10012	AMAZON CAPITAL SERVICE	1F1W-4LJH-41	WATER RETRIEVAL GEAR/TOO	05/06/2025	197.81	197.81	05/08/2025		100
10012	AMAZON CAPITAL SERVICE	1JNN-P16G-64	WEBCAM FOR COMPUTER	04/07/2025	59.99	59.99	04/17/2025		100
10012	AMAZON CAPITAL SERVICE	1KFP-N63G-46	UNIFORMS - COLLINS	04/02/2025	135.15	135.15	04/25/2025		100
10012	AMAZON CAPITAL SERVICE	1LRW-GQWG-	CREDIT MEMO INV 1F1W-4LJH-	05/08/2025	8.88-	8.88-	05/08/2025		100
10012	AMAZON CAPITAL SERVICE	1MTV-PVVH-Y	FILE FOLDERS-W	04/14/2025	17.10	17.10	05/08/2025		610
10012	AMAZON CAPITAL SERVICE	1MTV-PVVH-Y	METAL DETECTOR 9V BATTERI	04/14/2025	11.99	11.99	05/08/2025		610
10012	AMAZON CAPITAL SERVICE	1MTV-PVVH-Y	WWTP GATE OPENERS	04/14/2025	41.99	41.99	05/08/2025		620
10012	AMAZON CAPITAL SERVICE	1MTV-PVVH-Y	FILE FOLDERS-WW	04/14/2025	31.53	31.53	05/08/2025		620
10012	AMAZON CAPITAL SERVICE	1MTV-PVVH-Y	FILE FOLDERS-C	04/14/2025	4.81	4.81	05/08/2025		630
10012	AMAZON CAPITAL SERVICE	1MTV-PVVH-Y	METAL DETECTOR 9V BATTERI	04/14/2025	11.99	11.99	05/08/2025		630
10012	AMAZON CAPITAL SERVICE	1NF1-3NV7-VX	BOOTS - COLLINS	05/05/2025	136.98	136.98	05/08/2025		100
10012	AMAZON CAPITAL SERVICE	1P1Y-36G1-4Q	SHOES - LINCZMAIER	04/17/2025	114.95	114.95	04/25/2025		100
10012	AMAZON CAPITAL SERVICE	1P1Y-36G1-4Q	SHOES - MASKEWIT	04/17/2025	159.95	159.95	04/25/2025		100
10012	AMAZON CAPITAL SERVICE	1P1Y-36G1-4Q	UNIFORMS - MASKEWIT	04/17/2025	62.35	62.35	04/25/2025		100
10012	AMAZON CAPITAL SERVICE	1RRH-XP39-9	TABLET STYLUSES	04/11/2025	78.54	78.54	04/17/2025		100
10012	AMAZON CAPITAL SERVICE	1RRH-XP39-9	ZONING OFFICE SUPPLIES	04/11/2025	5.04	5.04	04/17/2025		100
10012	AMAZON CAPITAL SERVICE	1VFD-QPRM-9	SAFETY BOLLARDS	05/06/2025	119.99	119.99	05/08/2025		100
10012	AMAZON CAPITAL SERVICE	1VFD-QPRM-9	BEARING PACKER	05/06/2025	24.68	24.68	05/08/2025		100
10012	AMAZON CAPITAL SERVICE	1VFD-QPRM-9	PARKS SUPPLIES	05/06/2025	186.26	186.26	05/08/2025		100
1001210									
10012	QUANTUM TECHNOLOGIES	49557	MARINA SURVEILLANCE CAME	04/24/2025	119.99	119.99	04/25/2025		690
10012	QUANTUM TECHNOLOGIES	49952	MARINA SURVEILLANCE CAME	05/01/2025	499.99	499.99	05/08/2025		690
1001231									
10012	BERNIES WELL & WATER L	222571	WATERSOFTNER & LAUNDRY	05/05/2025	250.00	250.00	05/14/2025		690
1001233									
10012	NEXTIVA INC	40004641766	PHONE - VH	04/30/2025	63.24	63.24	05/08/2025		100
10012	NEXTIVA INC	40004641766	PHONE - ADMIN	04/30/2025	162.70	162.70	05/08/2025		100
10012	NEXTIVA INC	40004641766	PHONE - SPORTS COMPLEX	04/30/2025	31.62	31.62	05/08/2025		100
10012	NEXTIVA INC	40004641766	PHONE - WW PLANT	04/30/2025	130.99	130.99	05/08/2025		620
10012	NEXTIVA INC	40004641766	PHONE - MARINA	04/30/2025	63.29	63.29	05/08/2025		690
1001234									
10012	MIDWEST CHEMICAL & EQ	7724	POLYMER	04/29/2025	2,475.00	2,475.00	05/08/2025		620
1001236									
10012	CONWAY OLEJNICZAK & JE	53557	PP TAX PUBLICATION	03/31/2025	67.50	67.50	05/01/2025		100
10012	CONWAY OLEJNICZAK & JE	53557	RETIREMENT NEGOTIATION	03/31/2025	382.50	382.50	05/01/2025		100
10012	CONWAY OLEJNICZAK & JE	53557	ROBERTS ZONING APPEAL	03/31/2025	90.00	90.00	05/01/2025		100
10012	CONWAY OLEJNICZAK & JE	53557	FRONTIER CLAIM	03/31/2025	225.00	225.00	05/01/2025		100
10012	CONWAY OLEJNICZAK & JE	53557	TERM OF EASEMENT - BOATH	03/31/2025	90.00	90.00	05/01/2025		690
10012	CONWAY OLEJNICZAK & JE	53558	WHITE STR CASE	03/31/2025	100.00	100.00	05/01/2025		100
1001238									
10012	ADVANCE AUTO PARTS	14666-426352	BEARING	03/13/2025	23.29	23.29	05/08/2025		100
10012	ADVANCE AUTO PARTS	14666-429674	AIR FILTERS	05/06/2025	237.93	237.93	05/08/2025		100
1001242									
10012	ZUCCHETTI NORTH AMERI	32294	LODGICAL SUBSCRIPTION - MA	05/01/2025	194.00	194.00	05/08/2025		690
1001250									
10012	DC PRINTING	16729	FLOODPLAIN MAP LAMINATION	04/28/2025	55.00	55.00	05/08/2025		100
1001253									
10012	PIGEON ASPHALT PAVING I	5154	WF PARK ASHPALT PATHWAY	04/30/2025	5,200.00	5,200.00	05/08/2025		400
1001265									
10012	CATER PLUMBING LLC	11723	SEASONAL START-UP - PARKS	05/06/2025	760.52	760.52	05/14/2025		100
10012	CATER PLUMBING LLC	11726	MARINA SEASONAL START-UP	05/07/2025	2,265.45	2,265.45	05/14/2025		690

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001272									
10012	J.B. TRUCK SERVICE LLC	7137	CONNECTOR PIGTAIL, 11 PIN, V	04/11/2025	67.86	67.86	04/17/2025		100
1001284									
10012	ASBESTOS REMOVAL INC	14388	ASBESTOS REMOVAL - COLD S	04/22/2025	1,985.00	1,985.00	05/01/2025		400
1001287									
10012	TRIONIC CORPORATE PAR	73937	REPLACEMENT DOCK BOX	05/12/2025	3,366.51	3,366.51	05/14/2025		690
1001288									
10012	WI SCTF	C.S. 041825	CHILD SUPPORT - 04/18/2025 P	04/16/2025	262.61	262.61	04/17/2025		100
10012	WI SCTF	C.S. 050225	CHILD SUPPORT - 05/02/2025 P	05/01/2025	262.61	262.61	05/01/2025		100
10012	WI SCTF	C.S. 051625	CHILD SUPPORT - 05/16/25 PAY	05/14/2025	262.61	262.61	05/14/2025		100
1001304									
10013	FIRST UNUM LIFE INSURAN	May 2025	LTD INSURANCE	04/01/2025	316.76	316.76	04/17/2025		100
1001312									
10013	STANTEC CONSULTING SE	13	PROFESSIONAL SERVICES	04/04/2025	352.00	352.00	04/17/2025		100
10013	STANTEC CONSULTING SE	13	PW BUILDING	04/04/2025	968.01	968.01	04/17/2025		400
10013	STANTEC CONSULTING SE	13	GIS - UTIL	04/04/2025	4,065.87	4,065.87	04/17/2025		610
10013	STANTEC CONSULTING SE	13	GIS - UTIL	04/04/2025	4,065.87	4,065.87	04/17/2025		630
1001320									
10013	MCMAHON ASSOCIATES IN	603665	SPORTS COMPLEX CONCESSI	04/09/2025	5,340.00	5,340.00	04/25/2025		400
10013	MCMAHON ASSOCIATES IN	603666	VH DESIGN	04/09/2025	1,181.00	1,181.00	04/17/2025		400
10013	MCMAHON ASSOCIATES IN	603675	PW BLDG	04/10/2025	1,202.16	1,202.16	04/17/2025		400
10013	MCMAHON ASSOCIATES IN	938910	WWTP FEASABILITY STUDY	04/30/2025	2,890.00	2,890.00	05/08/2025		620
1001324									
10013	CLIMATE CHANGE COALITI	2504	TREE GIVEAWAY/EDUCATION	05/02/2025	495.00	495.00	05/08/2025		100
1001325									
10013	Faith Leak Detection Services	1125	SB HYDRANT PAINTING	05/12/2025	29,900.00	29,900.00	05/14/2025		610
1001329									
10013	BLUDOT TECHNOLOGIES I	A422213F-000	DOCUMENT MANAGEMENT SE	05/10/2025	4,740.00	4,740.00	05/14/2025		100
1001335									
10013	HUMAN RESOURCES CON	17170	BENEFITS CONSULTING	04/16/2025	337.50	337.50	04/17/2025		100
10013	HUMAN RESOURCES CON	17230	BENEFITS CONSULTING	05/02/2025	75.00	75.00	05/08/2025		100
1001343									
10013	ALLIANCE CONSTRUCTION	4360	DPW BULDING - DRAW 5	02/28/2025	323,193.10	323,193.10	04/25/2025		400
10013	ALLIANCE CONSTRUCTION	4410	DPW BULDING - DRAW 7	04/30/2025	261,662.42	261,662.42	05/08/2025		400
1001344									
10013	DOOR COUNTY CLERK OF	23FA62-04182	04/18/25 PAYROLL WITHHOLDIN	04/14/2025	25.00	25.00	04/17/2025		100
10013	DOOR COUNTY CLERK OF	23FA62-05022	05/02/25 PAYROLL WITHHOLDIN	05/01/2025	25.00	25.00	05/01/2025		100
10013	DOOR COUNTY CLERK OF	23FA62-05162	05/16/25 PAYROLL WITHHOLDIN	05/14/2025	25.00	25.00	05/14/2025		100
1001346									
10013	SISTER BAY BP	April 2025	VILLAGE GAS	04/30/2025	137.72	137.72	05/08/2025		100
1001347									
10013	Rae-Cor Distributing	053311	CUSTODIAL SUPPLIES	05/05/2025	252.45	252.45	05/08/2025		100
1001349									
10013	TIMECLOCK PLUS LLC	INV00414524	TIMEKEEPING SOFTWARE - AD	04/28/2025	52.73	52.73	05/01/2025		100
10013	TIMECLOCK PLUS LLC	INV00414524	TIMEKEEPING SOFTWARE - DP	04/28/2025	73.85	73.85	05/01/2025		100
10013	TIMECLOCK PLUS LLC	INV00414524	TIMEKEEPING SOFTWARE - UTI	04/28/2025	16.87	16.87	05/01/2025		610
10013	TIMECLOCK PLUS LLC	INV00414524	TIMEKEEPING SOFTWARE - UTI	04/28/2025	31.11	31.11	05/01/2025		620
10013	TIMECLOCK PLUS LLC	INV00414524	TIMEKEEPING SOFTWARE - CO	04/28/2025	4.74	4.74	05/01/2025		630
10013	TIMECLOCK PLUS LLC	INV00414524	TIMEKEEPING SOFTWARE - MA	04/28/2025	31.64	31.64	05/01/2025		690
1001354									
10013	A-1 VACUUM CENTER INC	41347	VH RADON TEST	04/21/2025	500.00	500.00	04/25/2025		100
1001355									
10013	TRACKMYSHUTTLE	4582	SHUTTLE BUS TRACKING SOFT	03/15/2025	1,159.57	1,159.57	05/01/2025		100
Grand Totals:					1,216,835.97	1,216,835.9			

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format

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

May 14, 2025 03:15PM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
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Dated: ____ May 14, 2025 ____



Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 04/12/2025-05/16/2025

AGENDA ITEM 9

Committee Reports

Click the link below to view the May committee reports:

<https://storage.googleapis.com/juniper-media-library/57/2025/05/Combined%20Committee%20Reports.pdf>

AGENDA ITEM 10

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

AGENDA ITEM 11 – Executive Session

1. Motion to convene into Closed Session pursuant to Wis. Stats., §1985.(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:
 - i. Preserving Foundations Agreement – 2387 Ava Hope Ct
 - ii. Bertram Contract Addendum
 - iii. Knowles-Nelson Stewardship Grant – Marketplace Property
2. Motion to convene into Closed Session pursuant to Wis. Stats., §1985.(1)(c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility:
 - i. Village Administrator Compensation and Benefits