FINANCE COMMITTEE MEETING
AGENDA

MONDAY, JUNE 23, 2025 – 1:00 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=95509612613
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: March 10, 2025
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items
   a) Update on 2024 Year End/Actual to Budget
      i. General Fund and Ice Rink Fund 2024 Year End/Actual to Budget
      ii. Marina and Utilities 2024 Year End/Actual to Budget
   b) Budget Directive
   c) COLA 2026
   d) Sales Tax/Fee Schedule Impact
   e) Personal Property Tax Collection
   f) Tax Collection/Collection Software
      i. Letter to Muni's 2025
   g) Tax Bill Notification
   h) Grant Updates
   i) Municipal Reimbursement Funds
   j) Waterfront Museum Lease
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Meeting
   a) 2026 CIP: Preliminary Review and Discussion
   b) 2026 Budget: Preliminary Review and Discussion
   c) TID Report
9. Adjourn

Public Notice

Questions regarding the nature of the Agenda items or more detail on the items listed can be directed to Vlad Gannik, Finance Director, at Vlad.Gannik@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

Posted Date/Signature ______________________

FINANCE COMMITTEE MEETING MINUTES
Monday, March 10, 2025
(Approval Pending)

Agenda Item No. 1. The March 10, 2025 meeting of the Finance Committee was called to order by Chairperson Denise Bhirdo at 2:30 P.M.

Agenda Item No. 2. Roll Call

Present: Chairperson Bhirdo and members Louise Howson and Nate Bell.

Staff: Village Administrator Julie Schmelzer, Finance Director/Treasurer Vlad Gannik and Clerk Heidi Teich

Others: Myles Dannhausen, Jr.

Agenda Item No. 3. Approval of the Agenda
A motion was made by Bell, seconded by Howson that the Agenda for the March 10, 2025 meeting of the Finance Committee be approved. Motion carried – All ayes.

Agenda Item No. 4. Approval of Minutes
A motion was made by Bell, seconded by Howson to approve the minutes of the January 7, 2025 meeting of the Finance Committee as amended to correct a typo in the date. Motion carried – all ayes.

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

Bhirdo noted that Myles Dannhausen had contacted her to participate in this meeting, and therefore she will be moving discussion item 6d to the top of the discussion.

No other public was in attendance to comment. Howson asked Teich why the confidentiality statement in her email address was different from other administrative staff, and whether the language was appropriate. She would like to explore this further at another time.

Agenda Item No. 6. Discussion/Action Items
d) Discussion on Delinquent Tax Notices

An advertisement was slated to be published in the local newspaper two weeks ago listing delinquent taxpayer names. The ad never appeared, and Bell explained that he had taken steps to remove the ad after being contacted by staff at the newspaper that the content of the ad did not match with minutes of the Finance Committee meeting at which it was originally discussed. The discrepancies noted involved the inclusion of delinquent real property taxpayer names and the omission of taxpayer addresses. Bell felt this warranted another review by the committee before being published. Howson also felt that this issue needed further discussion as real property tax is collected by the county, so it is their responsibility to act on it.

Bhirdo asked what authority Bell had to act outside of the committee decision, as that exceeded his authority. Bhirdo asked why village staff had not been contacted, and questioned the actions of the newspaper staff to screen paid submissions to the paper and personally contact the individuals named in the submission to provide them notice. As a result of this action, village staff and the county treasurer began receiving calls from taxpayers before the ad was placed.

Teich shared that she contacted the county treasurer's office after January 31, 2025, as instructed by the committee at their December 10, 2025 meeting, and requested a list of delinquent taxpayers. She prepared a list of delinquent taxpayers, of both real and personal property, which was formatted for publication. The ad included directions that real property taxes were to be paid to the county treasurer and personal property taxes paid to the village. Schmelzer added that addresses were removed from the ad in contrast to the committee's direction as the IRS does not include addresses in their notifications. This was done to protect the property owners.

Dannhausen spoke, and stated that his actions were not taken nefariously, as he simply had a conversation with two individuals he was acquainted with, as he felt it was unusual for their names to appear on such a list. He noted that the action he should have taken was to first contact the village and ask them to reach out to the property owners and suggest that an advertisement be only a measure of last resort.

Bhirdo asked the committee how they would like to proceed.

A motion was made by Bell, seconded by Howson to publish an updated list of delinquent personal property taxpayers in the local paper, removing all references to delinquent real property taxes. Motion carried – all ayes.

a) Review Financial Policies and Procedures

Gannik shared that Sister Bay has some financial policies, but they were never kept together in one place. He prepared a draft document containing all existing policies, as well as newly proposed policies which were included in the meeting packet for the members to review. Input on the policies presented was offered by administrative staff, the village's financial advisor, Baird & Associates, and CliftonLarsonAllen, the village's auditor.

Bell inquired if there should be a more specific timeline included in the document for gathering budget data from the various departments, which references the month of July. Gannik responded that labor and benefits are difficult to calculate earlier than July, as that is when premiums are recalculated, and rates change. He stated that he would have better estimates of those costs in August. Howson briefly reviewed the budget timeline used last year, and felt that it was reasonable. She did ask if two public hearings should be scheduled just for the budget, as in 2024 only one public meeting was held for the budget and one for the CIP.

Bhirdo raised a number of points on the policies, including the following:

-Budget Development and Management Policy, Development Procedures #9 and #11 discuss two different methods of determining board majority votes concerning the budget. Bell would prefer that a 2/3 votes be applied in both situations, and Bhirdo agreed.

-Budget Development and Management Policy, Management Procedure #5 which states that the board shall be notified when capital purchases made with budgeted funds are more than $15,000.

Gannik indicated that this notice is provided on the monthly appropriations reports shared with the board. Bell suggested adjusting the dollar amount to $50,000 before notice is required, and the members agreed.

-Budget Development and Management Policy, Management Procedure #10 which states that funds are committed and released via resolution. Bhirdo asked if this could be done by a means other than resolution, and Gannik will inquire with the village's consultants.

-Budget Development and Management Policy, Management Procedure #13 which concerns budgeting for employee wage increases utilizing a step system. Bhirdo asked if the step system has been discussed any further by the Personnel Committee and if it is going to continue. Bell stated that it is continuing for the time being and Howson added that it is not necessarily a procedure that will continue forever. The committee requested changing the text to read *"The Village Board will budget for ~~annual step~~ proposed increases for employees per the approved compensation schedule…"*

Schmelzer added that the use of the wage schedule currently matches the language of the Personnel (Employee) Handbook. She felt that the Cost-of-Living (COLA) increase is the factor that is not guaranteed and could be revised by adding language to this same procedure step along the lines of *"…Cost of Living Adjustment wage increases for its employees as per the Employee Handbook."* Bell stated that ultimately the Personnel Committee should be making wage decisions, particularly about the grant of a COLA. Those annual discussions, along with annual review of financial policies by this committee, will need to be coordinated should adjustments be made.

Schmelzer felt that this policy, which states that a wage increase and COLA will be budgeted annually, does not guarantee an increase but instead ensures that the budget is not underfunded should a COLA be granted.

-Purchasing Policy. Bhirdo inquired about the monthly payment report provided to the Board, and whether the purpose of each payment will be made clearer to avoid the need to call the office for further clarification. Gannik indicated that he is working on a new report format.

-Local Preference Purchasing Policy #2 shall be revised to read *"…if the local vendor has the lowest bid/price, it will receive the contract subject to the Department Head's approval; if over $25,000, the Board's approval is required upon referral from the oversight committee."*

-Debt Management Policy #2 shall remove the bracketed text.

-Debt Management Policy #5 discusses the limits of general obligation debt. Bhirdo asked who determines what is an emergency, as the village may have surpassed the 75% threshold in the past. Bell suggested revising the last sentence to read *"…in the case of emergencies and extenuating circumstances as determined by the Village Board."* Bhirdo stated she would also be fine with the word "necessities" in that sentence.

-Debt Management Policy – Refunding. Bhirdo suggested leaving the refunding amount at 2% as 3% seems high.

-Capital Asset Policy: Inventory shall read *"The Finance Director shall maintain an inventory of all long-term assets and it should be reviewed and updated annually."*

-Investment Policy: Internal Controls shall reference "their" in place of "his/her"

-Investment Policy: Pooling of Cash shall reference "their" in place of "his/her"

Schmelzer noted that this document is intended to replace any and all prior policies which may exist.

A motion was made by Howson, seconded by Bell to recommend to the Village Board approval of the Financial Policies as presented and amended at this meeting. Motion carried – all ayes.

Procedurally, after adoption this document will be posted on the Village's website and linked to the Finance Director/Treasurer's page for future use.

b) Review Draft CIP

A link to a revised draft of the Capital Improvement Plan (CIP) was included in the meeting packet. During review of the draft, the following changes were highlighted and comments shared:

- $350,000 was removed from 2027 under the heading "General Government & Administration".
- Bell proposed selling the administration building and using the proceeds to fund renovations at the village hall, if those funds could be committed through the CIP. Bhirdo recalled that sales of property in the past were used to offset debt, but they can certainly choose to act differently. However, she felt that they could create a placeholder page in the CIP that explores the sale of the administration building and includes a note that potential revenues may be used for the village hall.
- The "Capital Projects Levy" for 2027 is roughly $250,000 - $300,000 more than what it should be due to the $500,000 scheduled for village hall renovations that year.
- The Mill Road project has yet to be engineered by Robert E. Lee. That engineering could reveal that the road needs to go through the admin building property or proceeds from the sale of the building may be needed to pay for any shortfalls on the road project. Only $2 million has been planned to complete the road.
- The total Capital Projects Levy for 2025 is approximately $1.1 million. Bhirdo believes that the total levies in 2026 and 2027 should not exceed that amount and asked if additional cuts could be made.
- The $500,000 for village hall renovations is in the CIP as proof of available funds in order to apply for a Community Development Block Grant (CDBG) for that facility. Bhirdo suggested that if the grant funding does not come through, that money could be used elsewhere or reallocated to a future time after Loan 58 is paid off as the village hall project does not need to be done immediately.
- The $150,000 earmarked for the village hall in 2026 is needed to create the engineering drawings to accompany the CDBG application. More will be learned about that application in the fall.
- Bell suggested that any donations made as sponsorships for village projects should be in the form of matching funds.

- Bhirdo asked the others how to proceed with the plans to order a new dump truck for 2026 as the money has already been levied and will not affect next year's tax rate. With the possibility of price increases dues to tariffs, it may be best to order the truck now. Howson and Bell agreed, and staff was directed to inform Linczmaier that the truck should be ordered. However, the chipping box and snowplow attachment are not approved at this time.

c) Review 2024 Tax Bill Notification

Howson prepared a draft letter to taxpayers regarding the decision to not refund the 2024 tax bill overage, which was included in the meeting packets. With the decision to move forward with the purchase of a new dump truck, the total amount shown in the letter in deferred 2025 projects as $330,341 will need to be reduced.

Howson offered to make the necessary changes to the notification letter and will forward it to staff when completed. Office staff will email the letter to all individuals on the meeting notice distribution list and sent as a press release to the newspaper.

Agenda Item No. 7.

Discussion Regarding Matters to be Placed on a Future Agenda, or Referred to a Committee, Official or Employee.

It was the consensus of the committee that the following recommendations be made:

- Revised Financial Policies will be forwarded to the Village Board for approval
- The 2024 Audit presentation by CliftonLarsonAllen will be made to the Village Board

Agenda Item No. 8. Next Meeting

The next meeting of the Finance Committee has yet to be determined.

Agenda Item No. 9 Adjournment

At 4:15 P.M. a motion was made by Howson, seconded by Bell to adjourn the March 10, 2025 meeting of the Finance Committee. Motion carried – all ayes.

Respectfully submitted,

Heidi Teich

Heidi Teich,

Village Clerk

Item 6.a.i. – General Fund and Ice Rink Fund 2024

Year End/Actual to Budget

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Vlad Gannik, Finance Director/Treasurer

Below you can find details for the General Fund Year End Actual to Budget that our auditors gave a general overview of at the Board meeting. I would like to present you the details for the General Fund Year End Actual to Budget 2024, and the Summary for the Ice Rink Fund for 2024 Year End Actual to Budget.

The detailed reports can be found here: https://storage.googleapis.com/juniper-media-library/57/2025/06/General Fund - Ice Rink YE 2024 Actual to Budget.pdf

Revenues:

Taxes: The total tax revenue was $2,641,677.68, which is very close to the budgeted amount of $2,641,886.00.

Intergovernmental Revenues: The actual revenue was $241,899.55, slightly above the budgeted amount of $241,764.00.

Licenses and Permits: The actual revenue was $270,788.70, exceeding the budgeted amount of $229,040.00.

Fines, Forfeits, and Penalties: The actual revenue was $3,213.73, significantly lower than the budgeted amount of $9,500.00.

Public Charges for Services: The actual revenue was $37,509.57, higher than the budgeted amount of $34,150.00.

Miscellaneous Revenues: The actual revenue was $210,047.68, exceeding the budgeted amount of $164,436.00.

Other Financing Sources: The actual revenue was $543,225.00, significantly higher than the budgeted amount of $396,052.00.

Expenditures:

Village Board: The actual expenditure was $58,619.67, below the budgeted amount of $72,303.00.

Legal: The actual expenditure was $29,945.25, very close to the budgeted amount of $30,000.00.

Administrator: The actual expenditure was $216,253.10, below the budgeted amount of $238,932.57.

Clerk: The actual expenditure was $59,686.28, slightly below the budgeted amount of $60,465.29.

Elections: The actual expenditure was $24,318.66, significantly below the budgeted amount of $38,907.00.

Finance Director/Treasurer: The actual expenditure was $110,541.40, above the budgeted amount of $96,992.25.

Property Assessment: The actual expenditure was $28,500.00, matching the budgeted amount.

Audit and Consulting: The actual expenditure was $41,887.88, significantly above the budgeted amount of $17,600.00.

General Buildings and Plant: The actual expenditure was $60,807.65, below the budgeted amount of $69,665.00.

Village Hall: The actual expenditure was $7,861.10, significantly below the budgeted amount of $19,700.00.

Post Office: The actual expenditure was $2,793.62, significantly below the budgeted amount of $8,246.00.

Fire Station: The actual expenditure was $71,580.23, below the budgeted amount of $94,250.00.

Administration Building: The actual expenditure was $10,918.46, below the budgeted amount of $15,100.00.

Law enforcement insurance: The actual expenditure was $195.85, below the budgeted amount $730.00.

Property Insurance : The actual expenditure was$6,636.20, below the budgeted amount $7,800.00

Contingency: The actual expenditure was $2,684.61, it was not budgeted for 2024.

Law Enforcement: The actual expenditure was $5,221.00, below the budgeted amount of $6,000.00.

Fire Department Support: The actual expenditure was $171,032.00, matching the budgeted amount.

Building Inspector: The actual expenditure was $22,835.10, below the budgeted amount of $30,000.00.

Department of Public Works: The actual expenditure was $278,053.56, below the budgeted amount of $332,677.09.

DPW Machinery: The actual expenditure was $35,135.93, below the budgeted amount of $38,250.00.

Street Maintenance: The actual expenditure was $90,196.90, below the budgeted amount of $142,239.001.

Street Cleaning: The actual expenditure was $4,220.01, below the budgeted amount of $6,000.00.

Snow and Ice: The actual expenditure was $25,892.73, below the budgeted amount of $39,000.00.

Street Signs: The actual expenditure was $1,979.76, significantly below the budgeted amount of $9,000.00.

Seasonal Decorations: The actual expenditure was $31,140.23, below the budgeted amount of $47,779.00.

Street Lighting: The actual expenditure was $24,777.92, slightly above the budgeted amount of $24,000.00.

Sidewalks: The actual expenditure was $17.45, significantly below the budgeted amount of $1,000.00.

Storm Sewer Maintenance: The actual expenditure was $23,824.65, below the budgeted amount of $36,771.00.

Public Transportation: The actual expenditure was $16,753.24, below the budgeted amount of $25,612.00.

Recycling & Garbage Collection: The actual expenditure was $175,209.68, below the budgeted amount of $190,000.00.

Recycling: The actual expenditure was $33,744.14, above the budgeted amount of $29,000.00.

Weed and Nuisance Control: The actual expenditure was $11,676.11, below the budgeted amount of $16,500.00.

Animal Control: The actual expenditure was $1,600.23, below the budgeted amount of $1,825.89.

Cemetery: The actual expenditure was $8,009.76, above the budgeted amount of $5,000.00.

Library: The actual expenditure was $45,587.67, above the budgeted amount of $42,374.00.

Other Culture: The actual expenditure was $15,394.10, above the budgeted amount of $11,100.00.

Historical Society: The actual expenditure was $5,000.00, matching the budgeted amount.

Coastal Byways: The actual expenditure was $500.00, matching the budgeted amount.

SBAA: The actual expenditure was $83,688.23, below the budgeted amount of $88,325.68.

Humane Society: The actual expenditure was $5,000.00, matching the budgeted amount.

Door County Soil & Water: The actual expenditure was $1,000.00, matching the budgeted amount.

Northern Door Children's Center: The actual expenditure was $1,000.00, matching the budgeted amount.

Parks: The actual expenditure was $198,671.10, below the budgeted amount of $222,701.00.

Dog Park: The actual expenditure was $2,013.67, below the budgeted amount of $2,275.001.

Waterfront Park: The actual expenditure was $174.40, with no budgeted amount.

Recreation Programs and Events: The actual expenditure was $10,480.03, below the budgeted amount of $12,931.001.

Recreation Facilities: The actual expenditure was $59,509.26, below the budgeted amount of $101,703.001.

Bike Trail: The actual expenditure was $2,046.51, below the budgeted amount of $10,600.00.

Forestry: The actual expenditure was $3,029.69, below the budgeted amount of $20,814.00.

Green Tier: The actual expenditure was $479.36, below the budgeted amount of $5,000.00.

Planning: The actual expenditure was $14,395.50, below the budgeted amount of $50,000.00.

Economic Development: The actual expenditure was $79,384.42, below the budgeted amount of $131,941.00.

Urban Development: The actual expenditure was $1,000.00, below the budgeted amount of $10,000.00.

Development:

> **Economic Development (Contracted Services):** The actual expenditure was $24,535.80, below the budgeted amount of $39,700.00.

Information Booth: The actual expenditure was $1,647.36, below the budgeted amount of $2,000.00.

Tourism Zone Charges: The actual expenditure was $51,814.18, below the budgeted amount of $57,600.00.

DCEDC: The actual expenditure was $3,776.92, below the budgeted amount of $5,000.00.

Bay Lakes Regional Planning: The actual expenditure was $4,386.00, matching the budgeted amount.

Transfer to TKH: The actual expenditure was $24,999.96, matching the budgeted amount.

Transfer to Debt Service: The actual expenditure was $180,000.00, matching the budgeted amount.

Transfer to Capital Fund: The actual expenditure was $912,477.00, matching the budgeted amount.

Summary:

Highlights from Amber's presentation are as follows:

Revenues:

1. Other permits exceeded budget by approximately $34,000, largely due to an increase in Short Term Rental permits.
2. Interest exceeded budget by approximately $30,000.
3. Multiple expenses were under budget including:
4. General Government by approximately $66,000.
5. Public Works by approximately $185,000.
6. Culture and Recreation by approximately $74,000.
7. Conservation and Development by approximately $142,000.

The total fund revenue was $3,948,361.91, which is 106.2% of the budgeted amount of $3,716,828.001. The total fund expenditures were $3,426,541.52, which is 87.9% of the budgeted amount of $3,899,405.131. This resulted in a net revenue over expenditures of $521,820.391. I am happy to answer any questions or concerns you may have.

Summary for Ice Rink Fund:

Although the total fund revenue amounted to $29,812.99, which represents 65.21% of the budgeted amount of $45,715.00, the total fund expenditures were $21,709.33, equating to 47.50% of the budgeted figure of $45,705.00. This resulted in a net revenue over expenditure of $8,103.66. I am available to address any questions or concerns you may have.

Item 6.a.ii. – Marina and Utilities

2024 Year End/Actual to Budget

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Vlad Gannik, Finance Director/Treasurer

Below you can find the summaries for the Marina, Water, Wastewater, and Collection Funds Year End Actual to Budget.

The detailed reports can be found here: https://storage.googleapis.com/juniper-media-library/57/2025/06/Marina - Water - Wastewater - Collection Fund YE 2024 Actual to Budget .pdf

Marina Fund YE 2024 Actual to Budget:

Total Revenue: $997,649.30 (110.46% of budgeted $903,153.60).

Total Expenditures: $727,316.40 (85.52% of budgeted $850,420.00).

Net Revenue Over Expenditures: $270,332.90 (Budget: $52,733.60)

Expense Summary		12/31/2022	13/31/2023	12/31/2024
	Wages & Benefits	174,311	197,669	247,799
	Other Employee Costs	319	2,523	3,908
	Services	43,243	49,751	70,899
	Supplies, Materials, & Maintenanc	314,216	243,929	154,539
	Fixed Charges	39,975	44,306	46,246
	Other Exp. & Outlays	145,267	148,018	149,180
	Boathouse	1,419	5,445	8,551
	Other Costs & Transfers	52,644	45,297	46,195
		771,395	736,937	727,316

Water Fund YE 2024 Actual to Budget:

Total Revenue: $664,772.65 (101.80% of budgeted $652,991.00).

Total Expenditures: $881,472.84 (124.45% of budgeted $708,317.50).

Net Revenue Over Expenditures: -$216,700.19 (Budget: -$55,326.50).

Expense Summary		12/31/2022	12/31/2023	12/31/2024
	Wages & Benefits	184,289	201,726	185,578
	Other Employee Costs	1,982	2,605	1,823
	Services	35,969	49,156	42,924
	Supplies & Maintenance	22,638	65,958	27,710
	Other Materials	3,925	7,279	2,942
	Fixed Charges	(1,912)	3,503	371,930
	Debt Service & Other Costs	232,993	244,136	246,003
	LGUD Related Costs	4,974	7,256	2,562
		484,858	581,618	881,473

Wastewater Fund YE 2024 Actual to Budget:

Total Revenue: $1,454,061.05 (102.33% of budgeted $1,420,908.00).

Total Expenditures: $1,257,304.14 (89.86% of budgeted $1,399,223.00).

Net Revenue Over Expenditures: $196,756.91 (Budget: $21,685.00).

Expense Summary		12/31/2022	12/31/2023	12/31/2024
	Wages & Benefits	300,069	408,116	409,433
	Other Employee Costs	3,782	4,953	3,904
	Services	151,184	156,753	179,278
	Supplies & Maintenance	54,739	83,743	81,740
	Materials	47,491	62,735	60,019
	Fixed Charges	25,623	28,759	31,013
	Debt Service & Other	518,012	493,134	491,806
	LGUD Related Costs	135	147	111
		1,101,035	1,238,340	1,257,304

Collection Fund YE 2024 Actual to Budget:

Total Revenue: $282,590.96 (102.26% of budgeted $276,354.50).

Total Expenditures: $298,003.25 (85.73% of budgeted $347,597.00).

Net Revenue Over Expenditures: -$15,412.29 (Budget: -$71,242.50).

Expense Summary		12/31/2022	12/31/2023	12/31/2024
	Wages & Benefits	61,770	63,599	60,319
	Other Employee Costs	405	560	619
	Services	10,401	9,345	12,938
	Supplies & Maintenance	44,122	33,300	71,633
	Materials	16	23	75
	Fixed Charges	3,849	4,135	4,620
	Debt Service & Other	135,316	154,390	143,621
	LGUD Related Costs	4,366	4,074	4,177
		260,245	269,426	298,003

The audit team suggests concentrating on the Statement of Cash Flows for Proprietary Funds. Below is the Statement of Cash Flows for Proprietary Funds covered by Amber during her presentation on June 23, 2025 Board's Meeting.

	Water Department	Wastewater Treatment	Wastewater Collection	Marina	Total
CASH FLOWS FROM OPERATING ACTIVITIES					
Cash Received from Customers	$ 550,278	$ 1,380,351	$ 245,134	$ 916,755	$ 3,092,518
Cash Received from/Paid for Merchandise and Jobbing	8,023	7,900	(2,628)	-	13,295
Cash Paid for Employee Wages and Benefits	(191,962)	(423,074)	(66,226)	(195,671)	(876,933)
Cash Paid to Suppliers	(73,791)	(336,123)	(98,942)	(324,502)	(833,358)
Net Cash Provided by Operating Activities	292,548	629,054	77,338	396,582	1,395,522
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES					
Due to/from Other Funds	(209,303)	(482,376)	114,762	419,384	(157,533)
Transfers Out	(57,030)	-	-	(46,195)	(103,225)
Net Cash Provided (Used) by Noncapital Financing Activities	(266,333)	(482,376)	114,762	373,189	(260,758)
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES					
Acquisition of Capital Assets	(28,844)	-	(59,084)	-	(87,928)
Impact Fees and Connection Fees	(358,393)	5,551	13,976	-	(338,866)
Debt Premium Received	-	-	-	(3,846)	(3,846)
Payments on Long-Term Advances	-	-	-	(58,041)	(58,041)
Principal Paid on Long-Term Debt	-	(178,406)	-	(140,000)	(318,406)
Interest Paid on Long-Term Debt	-	(58,939)	-	(36,041)	(94,980)
Net Cash Used by Capital and Related Financing Activities	(387,237)	(231,794)	(45,108)	(237,928)	(902,067)
CASH FLOWS FROM INVESTING ACTIVITIES					
Interest Received	63,389	78,884	25,458	65,971	233,702
CHANGE IN CASH AND CASH EQUIVALENTS	(297,633)	(6,232)	172,450	597,814	466,399
Cash and Cash Equivalents - Beginning of Year	1,743,504	2,178,017	685,063	1,179,388	5,785,972
CASH AND CASH EQUIVALENTS - END OF YEAR	$ 1,445,871	$ 2,171,785	$ 857,513	$ 1,777,202	$ 6,252,371

ITEM 6.b – Budget Directive

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

Per government finance practices, and our Financial Policies, the Finance Committee is to provide staff a Budget Directive. An example would be: "No increase in supply expenses", or, "No new staff positions". Typically we have given a directive of "a zero per cent increase" in non-enterprise fund expenses.

ITEM 6.c – COLA 2026

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

The Personnel Committee has recommended the Finance Committee include a cost-of-living adjustment in the 2026 Budget.

From the May Personnel Committee Minutes:

> Schmelzer proceeded to discuss the option of including a cost-of-living increase (COLA) to employee wages for the upcoming budget year. In the prior year, staff were given a 2.75% COLA based on the Consumer Price Index (CPI) in place at the time last year's budget was set. The April 2025 CPI report was included in the meeting packet for reference, and Schmelzer noted that it will be updated again in mid-June. The current CIP is roughly 2.3%, and Howson believes that that number will remain fairly steady in the coming year. She felt that keeping the same rate of 2.75% for budget planning for 2026 would be appropriate.
>
> *It was the consensus of the committee that the 2.75% rate would be reviewed after the June CIP report becomes available.*

At the time the Personnel Committee met, the CPI ending in April for the previous 12 months, saw a 2.3% increase. In May that rose to 2.4% for the previous 12 months. Reports also showed in the April Report that all items less food and energy rose 2.8% over the past 12 months, and the May Report showed 2.8% as well.

ITEM 6.d – Sales Tax

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

The village pays sales tax, yet we don't always charge sales tax. Services, and goods, require we charge a tax. For example, if the fee to rent a ballfield is $10, the lessee should be charged $10 plus tax. Because we have never charged tax for these types of items, the village really only receives $9.40 (.60 is taxes we ultimately send the state).

The above causes two issues:

1. In our fee schedule we should make it clear the fee includes taxes (where applicable), or, the fee should say 'plus taxes' (where applicable).
2. If we say the taxes are included in the fee, we end up treating non-profits, that don't pay taxes, differently. For example, since the NGO doesn't pay taxes, that $10 ballfield fee costs them more - $10 (where as everyone else is really paying the $9.40).

Vlad has more information to share on this topic as he is working with the auditors on how to manage the taxes, and impact on NGOs.

ITEM 6.e – Personal Property Tax Collection

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

As directed by the committee, a new ad was placed in the paper in an attempt to collect on personal property tax. At that time, the following still owed taxes:

- Matthew Pidgeon & Nancy Friesen
- Melissa Metzler & Mark Colin
- ABS Business Service c/o Susan Harvey
- Johnson Amusement Park c/o Michael Johnson

As of Thursday, June 19, 2025, only ABS paid. The remaining three involve six properties in total owing $1493.45. What does the committee want to do regarding the remaining personal property taxes?

ITEM 6.f – Tax Collection/Municipal Collections Software

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

We received the attached letter several months ago but because we have not met, we were not able to send the county an answer (due July 1). Please see the attached and let staff know how you would like to proceed.

The county currently collects our taxes at a rate of $1.51 per billable parcel. The rate is set to increase to $1.62 per billable parcel. The county is giving us the option of doing our own collection. Based on the current staffing situation, I recommend we not collect taxes in house and instead remain with the county, albeit the increase in collection costs.

DOOR COUNTY TREASURER

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RYAN SCHLEY
DOOR COUNTY TREASURER
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April 11, 2025

Greetings Municipal Clerks/Treasurers,

The annual review and update of the collection charge calculation has been completed by the finance department and treasurer's office. The charge amount was sent to the Finance Committee of the County Board for approval. For the 2025 tax year, the charge will be $1.62 per billable parcel.

If your municipality would like to switch to the municipal collections software and do your own receipting, please let me know prior to the end of July. I will then let Catalis know so they have time to program the web-based collections for you and allow you access to the test site for practice purposes.

The account that first installment payments are deposited to can be reviewed or changed at any time. We will be utilizing the same account as last year, unless you submit a change using the chart below. If you have any questions in regards to this please feel free to reach out to our office.

- Financial Institution: ______________________________________
- Routing Number: ____
- Account Number: ____
- Type of Account (checking or savings): _______________________

If you have any questions, please feel free to reach out to us and we will be glad to help out.

Ryan Schley
Door County Treasurer

ITEM 6.g – Tax Bill Notification

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

Every year we send a flier/newsletter with our tax bill. The letter is considered a 'notification'. Would the committee like to see anything added explaining the tax bill, last year's taxes, TID's, or any other item added to the notification?

ITEM 6.h – Grant Updates

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

Grants we either obtained or closed out in 2024 are as described below. I have included 2025 to date as well.

- **Shuttle Bus**

In 2022 SBAA wrote a CMAQ grant for a new shuttle bus. At the time the grant was written, it was anticipated the bus would cost $102,420. The grant was to cover $45,520, and the village was to pay $56,900.

In the fall of 2023 SBAA notified the village that the bus they selected was now $129,735 (COVID, and having to purchase from a DOT approved vendor). Due to the shortfall, in 2023 the village wrote a Destination Door County CIF grant. We received a $35,726 grant, meaning the village's share dropped to $35,726.

Later in 2023 SBAA notified the village the bus price increased again, and the bus would be $143,673. Due to the shortfall, SBAA contributed $10,000, and the village covered the shortfall.

In December 2024 the village tried to close out the CMAQ grant and found out the grant was to cover a van, not a shuttle bus, and the DOT declined to reimburse us for the grant. The bus ended up costing the village $97,947.

- **Highway 42 Trail Planning/Engineering**

In 2023 we received a $90,000 DDC CIF grant to design a trail along the east side of Highway 42 to connect Sister Bay to Ephraim. A preliminary design has been completed, but engineering is ongoing. The project met the grant guidelines though and was therefore closed out in 2024.

- **Highway 57 Trail**

In 2024 the village received a $906,390 grant to engineer and construct a trail along Highway 57. This project is ongoing and it is expected the grant will be open for about two years yet.

- **Concession Stand Restroom Addition**

In 2025 we received a DDC CIF grant for $75,000 to build a restroom addition to the concession stand at the Sports Complex. This project has not been constructed, so the grant is still active.

- **LWMMI Safety Grants**

Annually we receive a grant from the League's insurance. The award is less than $1000 and is to be used to address safety concerns. The award has not been committed yet.

- **Comprehensive Plan**

We received a Wisconsin Coastal Management grant in 2023 for $14,700 to complete a 20-year update to our comprehensive plan. The project was completed in 2024 and the grant closed out in January 2025.

- **Waterfront Park**

In 2024 we built an addition to the gazebo (with concrete slab), a sidewalk to the gazebo, removed old lights, installed light pillars with solar lights, installed bike racks, an air pump, bike repair station, and widened the path in front of the bikes. The copper on the gazebo was donated by the roofing company, and all of the other work, except the bike racks, was paid for with one of the following sources:

  - Wisconsin Economic Development Corporation grant - $50,000
  - Municipal Reimbursement Funds (2023) - $51,000
  - DDC Park Fund - $17,000
  - (Bike racks paid through the general fund)

The grants were closed out in 2024, but $12,388 of the MRFs have not been spent and are allocated for a gazebo counter and two benches.

ITEM 6.i – Municipal Reimbursement Funds

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

Annually we receive Municipal Reimbursement Funds. The funds are meant to reimburse the village for the amount we pay the Tourism Zone Commission. The funds are based on a percentage of our annual contribution to the commission, so it does change annually. They must be used for tourism enhancement purposes.

In 2023 we received $51,000 and the funds were used to improve Waterfront Park.

In 2024 we received $51,800 and the funds were committed to a sewer lateral 'stub' to the proposed concession stand addition, landscaping along Mill Road west, and the remainder was to be set aside in a 'municipal tree fund'.

In 2025 the funds were $65,200. The Parks, Property & Streets Committee has proposed historic signage at Waterfront Park, and mounted binoculars, and may need some of it to complete the counter and bench in the gazebo. Does the committee support the MRF being allocated for these purposes?

ITEM 6.j – Waterfront Museum Lease

Date: June 23, 2025

Board/Committee: Finance Committee

Author: Julie Schmelzer, Village Administrator

The Board has approved the Historical Society converting the boathouse at the marina into a waterfront museum. Next, they must approve an operational agreement. The Marina Committee has voted to charge the Historical Society $10,000 to lease the building, which will become part of the operational agreement (yet to be finalized). The Marina Committee doesn't have a position on where the rent comes from (Society or the village), as long as they get $10,000 a year to make up for the $18,000 in rent they are losing. The Historical Society will be investing $300,000-350,000 to renovate the building. The Marina's annual operating costs, which the Historical Society will now cover, are about $6500 a year.

The Historical Society said if they had to pay $10,000 a year for rent, in addition to the investment they are making in our building, the project would not proceed. The Marina Committee tasked me with finding a solution. *If rent is charged*, would the committee support using Municipal Reimbursement Funds to pay the lost revenue the Marina Committee is looking to recover? This would begin in 2026 or 2027 (the boathouse can't be rented this year due to repairs that are needed before it can be rented).

Be advised the rent charge goes into the Operational Agreement, which the Board has not approved yet (it has not been introduced).