



VILLAGE BOARD MEETING

TUESDAY, JULY 15, 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: June 17, 2025
- 5. Comments, Correspondence and Concerns from the Public (Public comment limited to 3 non-transferable minutes per person)
- 6. Presentations
 - a) Tourism Update; Julie Gilbert, DDC & Juliana Behme, DCTZC
 - b) County Update; Ken Pabich, County Administrator
 - c) Ad Hoc Village Administration Building Review Task force; Final Report; Dick Burress, Task Force Chair
- 7. Resolutions
 - a) Res. 2025- 020; Creating a Technology and Telecommunications Committee
 - b) Res. 2025- 021; Amending Bylaws to Create a Technology and Telecommunications Committee
- 8. Discussion/Action Items
 - a) Conditional Use Permit; Nonconforming Structure Addition; Karl Fauerbach; 10885 N Bay Shore Dr.
 - b) Development Agreement; 11 Unit Hotel with Manager’s Unit; Hoffman Family’s Investment Properties, LLC (Richard & Jeannie Hoffman); Chalet Lane
 - c) Development Agreement Amendment; Completion Deadline Extension; Luna View, c/o Al Gokey; 2399 Maple Dr.
 - d) Crop Agreement; Jim Seaquist; Former Wiltse Property
 - e) Operational Agreement and Lease; Historical Society; Marina Boathouse at 10697 N Bay Shore Dr.
 - f) Appraisal Request; Post Office Property
 - g) Plan Commission Fees
 - h) May-June Enforcement Actions
 - i) Monthly Financial Report and Appropriations
 - 1. Payments
 - 2. Appropriations
- 9. Staff Reports
- 10. Committee Reports (see back of agenda)
- 11. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
- 12. Executive Session
 - a) Adjourn to 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:
 - Town of Liberty Grove
 - Hunter and Jessica Clinton, et al
 - Adam & Brigid White
 - Bertram Communications
 - Preserving Foundations/Paula Anschutz
 - b) Reconvene into Open Session
 - c) Motion or Action, as Appropriate
- 13. Adjourn

Public Notice

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

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

1. Finance Committee	9. Parking Committee
2. Fire Board	10. Parks, Property & Streets Committee
3. Green Tier Legacy Community Committee	11. Personnel Committee
4. Historical Society	12. Plan Commission
5. Holiday Lighting	13. Sewer and Water Utility Committee
6. Housing Committee	14. SBAA
7. Library Commission	15. Tourism Zone Commission
8. Marina Committee	16. Village Hall Planning Task Force

VILLAGE BOARD OF TRUSTEES MEETING MINUTES

Tuesday, June 17, 2025

(Approval Pending)

Agenda Item No. 1. The June 17, 2025 meeting of the Sister Bay Village Board of Trustees was called to order by President Nate Bell at 6:00 P.M.

Agenda Item No. 2. Roll Call

Present: President Bell and trustees Denise Bhirdo, Louise Howson, Chad Kodanko, Brigid White, Kurt Harff and Patrice Champeau.

Staff: Village Administrator Julie Schmelzer, Finance Director/Treasurer Vlad Gannik, Utilities Director Megan Barnes, Parks & Streets Director Erik Linczmaier, Marina Manager Dave Lienau, Administrative Assistant Sarah Bertges, departing Clerk Heidi Teich and incoming Clerk Susan Clarke

Others: Laurel Harff, Amber Drewieske, John Blossom, Ellen Roberts, Jerry Phelps, Tyler Duvall, Elizabeth McMasters, Mike Goldstone, Walt Swietlik, Sally Pfeifer, "19206349297", Andrew and Christina Torcivia, Benjamin Andrews and David Schwartz.

Agenda Item No. 3. Approval of the Agenda

Prior to the motion, Bhirdo questioned Bell on why the Administrative Building Task Force Report, which was supposed to be on the agenda, per the Resolution that authorized that committee, was not on the agenda. Bell explained he decided not to put it on the agenda since the Chair of that task force could not be present. Bhirdo objected to the matter not being on the agenda as has been assured via the resolution.

A motion was made by Howson, seconded by Kodanko that the Agenda for the June 17, 2025, meeting be approved as presented. Motion carried – all ayes.

Agenda Item No. 4. Approval of Minutes

A motion was made by Howson, seconded by Kodanko that the minutes of the May 20, 2025, meeting of the Village Board of Trustees be approved as presented and amended to correct several typos. Motion carried – all ayes.

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

Correspondence received for this meeting and included in the meeting packet were:

- A letter from Donna Johnson which spoke about the need to preserve the charms of the village.
- An email from Wendy Cooper who spoke about the need to preserve the wild areas of Sister Bay and limit development.

President Bell asked if anyone wished to offer any additional comments. Jerry Phelps, manager of the Yacht Club at Sister Bay, was acknowledged and spoke about the disruptions to the condo residents with the on-going construction happening at 2399 Maple Dr. They are not opposed to the time extension for the development, as they would like to see it completed, but ask that the timeline for loud work begin at 9:00 AM.

Trustee Bhirdo requested to read the resignation letter from Clerk Teich, who resigned her position this

1 month. Bhirdo then read a letter she composed to Teich thanking her for her service.

Trustee Howson requested that the late correspondence they received from Lilly Orozco be included again as correspondence in the July meeting packet. Bell announced the letter would be referred to the Plan Commission.

Agenda Item No. 6. Recognition: Tom Sadler; Years of Service

Tom Sadler, former Village Board President, Plan Commission member, and most recently Chair of the Zoning Board of Appeals, has tendered his resignation from service this year. Sadler was recognized by the trustees for his service and commitment to the village for the past 30+ years. A plaque was presented by President Bell. Schmelzer offered her own words of thanks, and Bhirdo read a prepared statement personally thanking Sadler for his service. Sadler thanked the board and his colleagues who served with him on the Zoning Board of Appeals over the years.

Agenda Item No. 7. Presentation 2024 Audit

Amber Drewieske and Elizabeth McMasters of CliftonLarsonAllen were present to lead the trustees through the 2024 Audit report, which was distributed at the start of the meeting. After their presentation, Kodanko raised a question on the cash flow of the marina accounts. Drewieske explained that both the seasonal slip fees, commercial vendor fees, and daily dockage were all included in the figure presented.

Drewieske thanked the village staff for all their efforts in preparing the audit report and noted that she and her staff would be available after the meeting to address further questions.

A request was made by Trustee White to receive the audit report a bit earlier to give them a chance to thoroughly review before the board meeting at which it is presented. Gannik explained he first received the report the day the meeting packets were organized.

Agenda Item No. 8. Ordinances & Resolutions

a) Ordinance 2025-009; Map Amendment; Former Wiltse Property; I-1 to R-4 & P-1

A recommendation was made by the Plan Commission to change the zoning of Sister Bay Parcel 181-00-04312831Q from I-1 Industrial to R-4, Small Lot Residential and P-1 Park District. The entire parcel would be placed in the R-4 Small Lot Residential zoning district, except for the easternmost 10.6 acres which would be zoned P-1 Park District.

A motion was made by Bhirdo, seconded by Harff to approve Ordinance 2025-009 as presented to rezone Sister Bay Parcel 181-00-04312831Q from I-1 Institutional to R-4 Small Lot Residential and P-1 Park District as illustrated. Motion carried – all ayes.

b) Ordinance 2025-010; Map Amendment; Former Logerquist Property; I-1 to I-1 & P-1

A recommendation was made by the Plan Commission to change the zoning of Sister Bay Parcel 181-00-04312822A, consisting of 40 acres, to 20 acres designated as I-1, Industrial and 20 acres designated as P-1 Park District. This change would make zoning consistent with the Comprehensive Plan for the village.

Trustee Kodanko asked for the rationale in rezoning 20 acres as I-1, and Bhirdo responded that prior discussions considered the need to preserve the existing farm buildings, with potential for other village facilities and/or a fire station in the future. Schmelzer further explained that the 20 acres designated as P-1 does not necessarily mean that the land would be a park, as many uses are permitted in that zoning

1 district. Other considerations for the land include urban gardens and a dog park area that would allow
2 space for both a large and small dog area.

3
4 *A motion was made by Bhirdo, seconded by Champeau to approve Ordinance 2025-010 as presented to*
5 *amend the official map of the Village of Sister Bay to rezone Parcel 181-00-04312822A to I-1 and P-1.*
6 *Motion carried – all ayes.*

7
8 **c) Ordinance 2025-011; Tex Amendment; R-4 Dimensional Standards**

9 A recommendation was made by the Housing Committee, to the Plan Commission, to revise the rules of
10 the R-4 Small Lot Zoning District as the affordable homes they are exploring for that area will not fit on an
11 R-4 lot. Proposed amendments to Chapter 66 of the Village of Sister Bay Municipal Code were included
12 in the meeting packet for the members to review.

13
14 Trustee White spoke in support of the side yard setbacks concerning accessory structures to
15 accommodate safety equipment which could be needed in the event of a fire. She recommended a
16 change to the setback to at least eight (8) feet.

17
18 *A motion was made by White, seconded by Champeau to approve Ordinance 2025-011 which revises*
19 *portions of Chapter 66 of the Zoning Code as presented and amended to clarify that the side yard setback*
20 *for Accessory Structures be eight (8) feet on one side. Motion carried – 6-1, with Bell opposed.*

21
22 **d) Resolution 2025-017; Adopting the 2024 eCMAR**

23 The Compliance Maintenance Annual Report prepared by the Utilities Department and submitted to the
24 Department of Natural Resources (DNR) was included in the meeting packet. The utility received a
25 rating of 4.0, which is considered good standing.

26
27 *A motion was made by Howson, seconded by Kodanko to approve Resolution 2025-017 as presented which*
28 *adopts the 2024 eCMAR. Motion carried – all ayes.*

29
30 **e) Resolution 2025-018; Concession Stand Bids**

31 A bid was recently let for work to construct restrooms at the Sister Bay ballfield concession stand. The
32 village received multiple bids, all of which were considerably higher than the anticipated budget for the
33 project of \$75,000. State law requires that the lowest bid be accepted, in this case \$193,900, unless the
34 board chooses to reject all bids which can be done via resolution. The trustees determined that all bids
35 be rejected based on the cost, which the village does not have a budget for.

36
37 *A motion was made by Howson, seconded by White to approve Resolution 2025-018 which rejects all bids*
38 *received for the ballfield concession stand as presented. Motion carried – all ayes.*

39
40 **Agenda Item No. 9. Discussion/Action Items**

41 **a) Appoint Village Clerk & Oath of Office; Susan Clarke**

42 The Village Clerk position was recently vacated with the resignation of Heidi Teich. Susan Clarke was
43 hired to fill the position effective with formal board approval and upon taking the oath of office. Teich,
44 as a notary public authorized to administer oaths, was present to administer the oath after the board
45 motion to approve the appointment.

46
47 *A motion was made by Bhirdo, seconded by Howson to appoint Susan Clarke as Clerk for the Village of*
48 *Sister Bay, effective immediately. Motion carried – all ayes.*

Sarah Bertges, the new Administrative Assistant for the Village of Sister Bay was also introduced.

b) Development Agreement Waterfront Museum; 10697 N Bay Shore Dr; Sister Bay Historical Society

The Sister Bay Historical Society has been working for the past several years on a plan to convert the village's boathouse, formerly used as a summer rental property, into a waterfront museum. In order to move forward with the project, formal approval of the village board is required, and a discussion on the terms of development between the parties regarding use and maintenance of the building needs to take place. A draft development agreement was included in the meeting packet for the members to review.

A special request was made to pour concrete in the interior during the summer months. This would take about an hour of pouring time. Blossom stated that no jackhammering would be required. They would simply open the door and set up a chute to fill the area, then smooth the concrete to create a level walkway. Schmelzer explained that state approvals and permits are still required, so this would not be happening in the next couple weeks. It was suggested that they aim to work on the slowest tourism day of the week, with approval from the Marina Manager.

It was also clarified that an event is more than just a meeting, so a meeting of the Historical Society members would not be an event which requires approval from the Marina Committee per the terms of the development agreement.

A motion was made by Kodanko, seconded by Champeau to enter an agreement between the Village of Sister Bay and Sister Bay Historical Society regarding the conversion and use of the village boathouse as a waterfront museum, subject to the terms and conditions presented and discussed at this meeting to allow pouring of concrete yet this summer. Motion carried – all ayes.

c) Development Agreement Amendment; 10553 Country Walk Dr.; Za Za's Pizzeria/Lundquist Realty; Torch Brothers LLC

The village previously entered into an agreement with Torch Brothers LLC for the development of a pizzeria and realty office at 10553 Country Walk Dr. It was anticipated that the project would not take the standard two years offered by a development agreement, but the original agreement was only for ten months. Torcivia was present to explain that unforeseen setbacks require that they now ask for additional time to complete the renovations.

Torcivia asked the board if an amendment could also be made regarding the need for him to plant trees along the property lines where a neighboring property already has a full line of trees planted. Bhirdo noted that this would need to go back to the Plan Commission and Schmelzer explained that the amendment being reviewed tonight does not mention landscaping, so a new amendment would be needed.

A motion was made by Howson, seconded by Kodanko to amend the Development Agreement between the Village of Sister Bay and Torch Brothers LLC to extend the deadline for completing the renovation at 10553 Country Walk Dr. as presented. Motion carried – all ayes.

d) Development Agreement Amendment; 2399 Maple Dr.; Luna View; Al Gokey

The village has entered into a development agreement with Allen Gokey – Packerland Builders, for the construction of a 15-unit hotel/motel/condominium on property located at 2399 Maple Dr. The agreement was for two years, commencing May 22, 2023. At this time, the building is constructed but a

1 stormwater pipe, which has been delayed to the vendor's shipping schedule, has not been installed.
 2 Gokey is requesting that he be given an extension to install the pipe once it arrives.

3
 4 Schmelzer noted that they heard concerns from the Yacht Club at Sister Bay tonight regarding the early
 5 start time of exterior work. Gokey was contacted about the issue and Schmelzer indicated that he is
 6 agreeable to not starting loud construction activity until 9:00 AM.

7
 8 Bhirdo raised the concern that the subcontractors at the development are consistently violating the
 9 parking rules of the village. She recommended that enforcement be increased to ensure that the road is
 10 passable as intended. Bell suggested that the Plan Commission review this issue. Schmelzer noted that
 11 they can be told to park at the beach in the designated lots. Phelps was asked for his opinion, and he
 12 noted that the cars parking along the road do obstruct the view of the condo owners to enter and exit
 13 the condominium lot.

14
 15 *It was the consensus of the village board that this matter be referred back to the Plan Commission for*
 16 *further discussion. The work at the site will therefore cease immediately, other than general cleanup to*
 17 *prevent runoff to neighboring properties.*

18
 19 **e) Contract; Irrigation System; Jaco Management**

20 Chris Schmeltz of Jaco Management owns several lots adjacent to Sister Bay parcel 181-53-0006. He is
 21 requesting the village grant him permission to install an irrigation system on village lands as he has done
 22 for his properties to keep the entire area aesthetically pleasing.

23
 24 *A motion was made by White, seconded by Harff to enter an agreement between the Village of Sister Bay*
 25 *and Jaco Management. Motion carried – all ayes.*

26
 27 **f) Contract; Ice Rink Land Lease; Friends of the Ice Rink**

28 A recommendation was forwarded from the Parks, Property & Streets Committee to enter into a land
 29 lease with the Friends of the Ice Rink group.

30
 31 *A motion was made by Howson, seconded by Kodanko to enter an agreement between the Village of Sister*
 32 *Bay and Friends of the Ice Rink. Motion carried – all ayes.*

33
 34 **g) Fire Board Donation Request**

35 It was the opinion of the village attorney that the village could reimburse the Hecht family for their
 36 housing costs as they await improvements in his health out of state.

37
 38 Bhirdo shared high praise for Chief Hecht and all he has done for the community but cautioned the
 39 board that this action could be considered unethical. She believes that they all feel this would be a good
 40 gesture to the family, but the village did not respond in the same manner when a former village
 41 employee had a serious health concern in the past. She did suggest an alternative option of
 42 participating in a benefit with the proceeds to go directly to the family. Harff agreed, noting that the
 43 GoFundMe account established for Hecht had a substantial amount available and questioned why this
 44 isn't being used. Goldstone replied that those funds are being set aside for Hecht's return home and his
 45 rehab needs.

Kodanko was in support of the donation, stating that Hecht was attending a fire department function when his health crisis occurred. Goldstone clarified that the expenses accruing now are due to the fact that he is still too unstable to be transported back to Wisconsin and his family is with him in Indiana.

A motion was made by Kodanko, seconded by White to reimburse the Hecht family for lodging costs and related expenses not to exceed \$10,000 while they are in Indiana awaiting improvements in Hecht's health. Motion carried –5-2, with Bhirdo and Harff opposed.

h) Annual License Review; Cigarette, Electronic Vaping Device, and Tobacco Licenses

Prior to recusing herself from the discussion on this agenda item, Bhirdo pointed out that the applications from Sister Bay BP and Sister Bay Petro had checked the box that they had an overriding entity, but did not include the name of that entity on the application.

At 8:26 PM, Bhirdo recused herself from further discussion and vote.

A motion was made by Howson, seconded by Bell to approve Cigarette, Electronic Vaping Devices and Tobacco Licenses as presented with the condition that Rana LLC correct their applications to include their parent company. Motion carried – all ayes.

At 8:27 PM, Bhirdo resumed her duties on the board.

i) Annual License Review; Alcohol Beverages and Operators

A report was prepared for the meeting packet which included all applicants for the various alcohol license types being sought for the 2025-2026 license year. Bhirdo stated there were incomplete and/or incorrect applications from the following establishments: Boat House on the Bay, Chop, Church Hill Inn, Country House, Dorr Hotel, Goose & Twigs, Grasse's, Lou Group and McAvoy's.

Bhirdo recused herself at 8:36 PM.

A motion was made by Howson, seconded by Harff to approve the issuance of Class A/Combination Class A Liquor Licenses as presented in packet. Motion carried - All ayes excepting Bhirdo's recusal.

A motion was made by Howson, seconded by Kodanko to approve the issuance of Class B/C Liquor Licenses as presented in packet. Motion carried - - All ayes excepting Bhirdo's recusal.

Kodanko recused at 8:38 PM.

A motion was made by Howson, seconded by White to approve the issuance of Class B Liquor Licenses as presented in packet. Motion carried - All ayes excepting Bhirdo's and Kodanko's recusal.

At 8:39 PM, Howson recused.

Bhirdo stated discrepancies with operator's licenses from Northern Grill, Open Hearth, Steamboat Missy's and Roots.

A motion was made by Bell, seconded by White to approve the issuance of Operator's Licenses. Motion carried - All ayes excepting Bhirdo's, Kodanko's and Howson's recusal.

Bhirdo, Howson and Kodanko resumed their duties on the board at 8:40 PM.

j) Utilities; Simplified or Conventional Water Rate

Utility Director Barnes was present to discuss the options in pursuing a Simplified or Conventional Rate Case Study for future rate studies.

A motion was made by Howson, seconded by Bhirdo to proceed with a Simplified Rate Case Study Application as presented. Motion carried – all ayes.

k) Monthly Financial Report & Appropriations

Bhirdo asked if it was necessary to include multiple versions of the same bills in the meeting. Staff explained the copies were actually from two months, and therefore not duplicates.

A motion was made by Bell, seconded by Kodanko to approve the monthly bills in the amount of \$385,248.14 as presented. Motion carried – all ayes.

Agenda No. 10 Committee Reports

Bell opened up discussion on the minutes in meeting packet.

Questions on the committee reports raised by the members included: A question from Bhirdo on whether the husband of the Chair of the Library Commission is a conflict of interest for the commission. The attorney will be asked.

Bhirdo also asked for clarification on the Personnel Committee minutes referencing the supervisor contracts. Schmelzer responded to her inquiry.

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

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

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

- Report from the Ad Hoc Administration Building Review Task Force
- Request of Andrew Torcivia regarding tree planting be referred to the Plan Commission
- The Luna View Development Agreement Extension be referred to the Plan Commission
- Operating Agreement with the Friends of the Ice Rink Group
- Review of the village's Fee Schedule

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

Agenda Item No. 12. Executive Session

Bell announced he was exercising his authority as Village President that he would no longer be admitting any trustees participating remotely to attend executive session without prior notice, citing the Board Bylaws allowed him to do so. Champeau logged off from the meeting.

1 **a) Consider a motion to convene into Executive Session pursuant to Wis. Stats., §19.85(1)(g) to confer**
 2 **with legal counsel who either orally or in writing will advise the Village Board on strategy to be adopted**
 3 **with respect to current or likely litigation:**

4 **i. Alliance Construction Contract**
 5

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

10
 11 *At 8:55 P.M., a motion was made by Bell, seconded by Bhirdo to convene into Closed Session pursuant to*
 12 *Wis. Stats., §19.85(1)(g) and §19.85(1)(c).*

13
 14 *A roll call vote was taken on the motion, and the members voted in the following fashion:*

15
 16 *Bhirdo – aye; Harff – aye; Howson – aye; Kodanko – aye; White – aye; Bell – aye*
 17

18 *Motion carried.*
 19

20 **b) Motion to reconvene into Open Session**

21 *At 9:31 P.M. a motion was made Bell, seconded by Kodanko to reconvene into open session. Again, a roll*
 22 *call vote was taken and the members voted in the following fashion:*

23
 24 *Bhirdo – aye; Harff – aye; Howson – aye; Kodanko – aye; White – aye; Bell – aye*
 25

26 *Motion carried.*
 27

28 **c) Motion for Action, if Appropriate**

29
 30 *A motion was made by Bell, seconded by Harff to extend the contract with Alliance Construction per the*
 31 *schedule discussed. Motion carried - all ayes.*

32
 33 *A motion was made by Bhirdo, seconded by Kodanko to amend the document as discussed in Closed*
 34 *Session and be presented by the Village Attorney. Motion carried – all ayes.*
 35

36 **Agenda Item No. 13 Adjourn**

37 *At 9:33 P.M. a motion was made by Bhirdo, seconded by Kodanko to adjourn. Motion carried – all ayes.*
 38

39 *Respectfully submitted,*

40
 41 *Susan Clarke*

42 *Village Clerk*

Media Contacts:

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For Immediate Release

Open Door Pride Presents Annual Sandy Brown Award

The winner of this year's Sandy Brown Award, given annually to a group or individual representing the ideals of diversity through inclusion, is *Door County Reads*.

Door County Reads 2025 programming focused on The House in the Cerulean Sea by TJ Klune, and included a wide range of presentations on the LGBTQIA+ community in Door County and beyond, and featured an on-stage conversation with the author.

Door County Library Director Dominic Frandrup and members of the *Door County Reads* Committee accepted the award at the Open Door Pride Festival on June 28, 2025.

"Being honored with this award for Door County Reads is truly meaningful. From the start, the heart of Door County Reads has been about fostering community, and to the committee, this recognition represents what success in that mission looks and feels like", said Dominic. "Door County Reads brought together 30 community partners and wouldn't have been possible without their invaluable support, especially the Door County Library Foundation, the Friends of the Door County Library, the dedicated library staff, and of course, the Pride organizations throughout Door County."

Other nominees who received certificates of appreciation from Open Door Pride are: Ally Bretl, Katie Dahl, Destination Door County, Door County Maritime Museum, Northern Sky Theater, Peninsula Pulse, and Ryan Shaw.

This year's Sandy Brown Award was created by artist Renee Schwaller of Off The Wheel Pottery. The award and certificate will be on display at the Sturgeon Bay branch of the Door County Library.



Photo by Dan Eggert

Members of the 2025 Door County Reads Committee (Pictured front of stage L to R): Christina Johnson, Laura Kayacan, Maggie Behme, Beth Lokken, Jennifer Bacall, and Dominic Frandrup. Not pictured: Rebecca Buchmann.

##



Citation for Bluffside

From Brian Beyer <beyer_the_flyer@yahoo.com>

Date Wed 7/9/2025 1:30 PM

To Sue Clarke <sue.clarke@sisterbaywi.gov>

Hello-

Below is an email is for the upcoming meeting that Chad K wanted me to send to you. Please let me know if there's anything else I can do! Thank you!

Cheers,

Brian Beyer

To Whom it May Concern,

We hope this message finds you well.

My name is Brian Beyer, and I'm writing on behalf of my wife Jenny and myself. We are proud new homeowners in Sister Bay and recently moved into our home on Bluffside Lane. Having grown up in Appleton, I'm especially grateful to be back in Wisconsin and closer to family, and we're both thrilled to be joining such a beautiful community.

After closing on our home in May, we arrived in mid-June to begin settling in, moving our belongings, and preparing the property for the summer season. At the same time, we began the process of applying for a short-term rental permit with every intention of following the village's rules and procedures.

However, within just two days of our arrival, we were approached by a staff member from Village Hall regarding the lawn, which had become overgrown between owners. While we fully understand the importance of maintaining the property, it was a surprising and somewhat disheartening first interaction—especially since we had already scheduled a landscaper, who arrived later that same day to address it. Wanting to make a good impression, Jenny brought flowers to the office and introduced herself in person.

During that conversation, we also asked about the ambiguous space in front of our house that appeared to be a former driveway. I noted that people were parking there and asked whether it was allowed, since there were no markings. The staff member told us it was not a legal parking spot and even offered to begin ticketing cars that parked there. We left that conversation with no indication that we ourselves were not allowed to use what looked like a former driveway.

A few days later, Jenny received an email stating a car had been spotted parked “on the grass,” and that this was prohibited. She immediately responded, providing her phone number and assuming this was a follow-up to the earlier conversation about same ambiguous space in front of our driveway. We did not realize at the time that the village was saying we were not allowed to park there at all.

To our surprise, we then received a citation via email for \$767.50. The citation referenced a “Short Term Rental” violation, even though the body of the email indicated the issue was parking-related. No physical citation was issued or mailed and the violation date and citation date do not match. To clarify: we are the property owners—not renters—and were under the impression that our STR permit did not go into effect until July 1st. We were simply moving in as well as preparing the house for the season.

We also received a warning email with a photo of our garbage bin on the curb during our first week. This was a mistake made by a friend helping us move, who had already left by the time we realized. Despite our attempts to correct it quickly—calling multiple people to move the garbage back including the Village office to apologize—the trash was moved back too late and we still received a warning.

We requested a one-time good faith exception for the citation, explaining that these incidents all occurred during our first week in Sister Bay. The only reason we had parked on the grass was because we were in the process of moving in and the driveway was crowded with other moving vehicles. That request was denied with the response: “the rules are clear.” The staff member then recommended we extend our fence to prevent parking on the grass, but also told us not to install “No Parking” signs, as that could confuse people who **can** legally park in front of the house. This contradicts the earlier statement that the space was **not** a legal spot, and the absence of painted lines only adds to the confusion.

It feels deeply unfair to be cited so harshly for an issue that has long gone unaddressed by the Village. If the parking area is problematic, it should be clearly marked like other spots in town—especially before penalizing new homeowners within their first week of arrival.

We understand and respect the importance of clear guidelines and enforcement. But this experience has felt less like a welcome and more like being under surveillance. What should have been an exciting time has instead left us feeling anxious and discouraged.

We respectfully ask the Village to reconsider the citation and grant us a one-time exception in good faith. More importantly, we ask for a little grace and understanding as we get oriented. We are deeply invested in becoming thoughtful, respectful, and positive members of the Sister Bay community.

Thank you for your time and consideration.

Warm regards,
 Brian & Jennifer Beyer
 10647 Bluffside Lane
 Sister Bay, WI 54234
moreira.jenn@gmail.com
beyer.the.flyer@yahoo.com
 920-277-4925

From: [Vivian Nienow](#)
To: [Julie Schmelzer](#)
Subject: STR - Garbage ordinance
Date: Thursday, July 10, 2025 8:06:18 AM

Hello Julie.

Please forward this to the appropriate parties.

I understand why the ordinance requiring STR licensees to have their carts taken care of and not left on the road was written. It clearly was to solve a real problem. Our case just doesn't fit the normal circumstances. We are year-round residents who have decided to turn two rooms of our home (a mother-in-law flat) into an STR. We have always taken the carts to the road early in the morning day of pick-up and return them shortly after Going garbage goes through. The carts we have for trash and recyclables have been adequate for us and long-term work-force tenants that have rented the small apartment.

When I read the ordinance it seemed to say I needed to contract with somebody to take care of the carts. I contracted with my husband, Keith. I received an email saying our STR license was issued. Some days later I received another saying it wasn't because I had to have the contract with Going.

To force us to jump through a hoop designed for other, much larger operations doesn't make sense. I am hoping our wonderful, crowded little village can figure out how to apply some common sense here.

I have tried very hard to do this the right way.

We are turning the apartment into an STR so our grandsons with severe food allergies can have a separate kitchen when they visit and reduce risk of cross-contamination. With just one bedroom we don't expect to gain much financially by doing this.

Sincerely,
Vivian Nienow



STAFF REPORT

Item 5 – CORRESPONDENCE

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer

In addition to the correspondence received and included in the packet, a Trustee requested we include the *Happy Coffee* correspondence previously sent to Trustees (last month). Due to the volume of pages the author submitted, we are providing it via a link:

<https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:751c9490-1d67-4977-9a56-4412b7014c13>

Destination Connection¹⁵

Tourism News for Door County Municipalities
Village of Sister Bay Edition

JUNE 2025

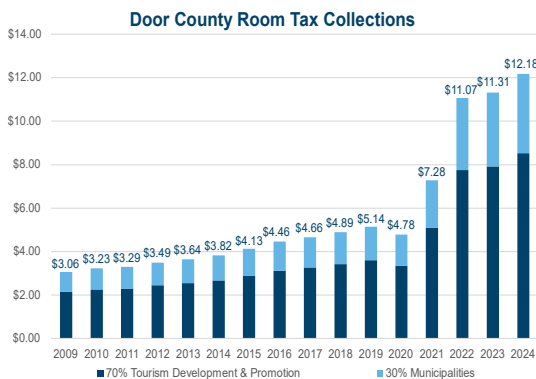
Tourism Is a Community-Wide Economic Engine



By Julie Gilbert
President/CEO
Destination Door County
Julie@doorcounty.com

Tourism in Door County is not limited to one season or one community. It's a countywide driver of jobs, local revenue, and small business success. In 2024, our visitor economy contributed more than **\$651.2 million** in economic activity to our local communities. These dollars flowed directly into restaurants, retail shops, lodging establishments, outdoor recreation, arts and cultural institutions, and many other businesses that serve both residents and guests.

The revenue generated through tourism directly benefits municipalities through local room tax reinvestment. Thirty percent of the lodging tax collected from lodging stays is returned to our towns, villages and city, providing unrestricted funds that support critical services like infrastructure, emergency response, parks and community improvements. These dollars help relieve the financial pressure on residents while improving quality of life for all.



Our work at DDC has evolved far beyond traditional marketing. While we continue to inspire visitation through targeted campaigns and storytelling, we are equally committed to responsible tourism and community alignment. Programs like our Community Investment Fund provide grants for projects that benefit both residents and visitors. We've also partnered with *Leave No Trace* to educate visitors on respectful recreation, and we are expanding accessibility efforts to ensure every traveler and resident can experience Door County fully.

We understand that tourism can bring both opportunity and challenge. That's why we are listening, collaborating, and building new strategies to balance economic benefit with the needs of our communities. Whether it's managing visitation during peak periods, advocating for workforce housing initiatives, or co-creating stewardship messaging with local leaders, we are committed to making tourism work for Door County.

Together, we have a powerful opportunity to shape the future of this special place. Destination Door County remains dedicated to being a transparent partner, a careful listener, and a force for good, ensuring the Door County experience continues to thrive for generations to come.

If you'd like to schedule a deeper conversation about how DDC can support your municipality's unique goals, we welcome the opportunity to connect.

Julie H. Gilbert

Destination Door County

Community Investment Fund

Over \$2.4 million invested to-date

DDC's Community Investment Fund (CIF) continues investing in impactful local projects across the county, including 10 projects so far in 2025. These community-based projects include ADA-accessible facilities, interpretive trails and a boardwalk viewpoint structure. These 10 projects received \$496,640 in grant funding.

Since the CIF program began in 2023, 47 community-based projects have received funding assistance from DDC totaling \$2,410,082. Upcoming grant application deadlines are June 23, September 22 and December 22.

For more information about the program visit:

CommunityInvestmentFund.org.



Town of Washington
Public dock and water access.

COMMUNITY INVESTMENT FUND



County of Door
Park Pavilion



DoorCounty.com/cif

FOR MORE INFORMATION

DoorCounty.com/Municipalities

Visit the above web page to find pertinent municipal related information including DDC's Municipal Reimbursement Program, Community Investment Fund grant information and more.

Door County Destination Stewardship Plan



The Door County Destination Stewardship Plan is a dynamic plan that encompasses all the great work being done in our community by local governments, non-profits and businesses. Progress is made every day by dedicated volunteers, staff, and public officials that are intentional about the future of our county. For more information, visit DoorCounty.com/stewardship.

KEY INDUSTRY CONTACTS

Julie Gilbert
President/CEO
Destination Door County
julie@doorcounty.com
920-818-1131

Juliana Behme
Administrator
Door County Tourism Zone
info@doorcountytourismzone.com
920-854-6200

Ellie Soderberg-Guger
Community Coordinator/TZC
Commissioner
Sister Bay Advancement Assoc
ellie@sisterbay.com
920-854-2812

Representing Sister Bay
Bjorn Johnson

Al Johnson's Swedish Restaurant
Destination Door County
Board of Directors

Fred Anderson

Sister Bay Resident
Destination Door County
Board of Directors
Commissioner on the DC Tourism Zone

Chris Schmeltz

The Dorr Hotel
Destination Door County Board of Directors

Julie Schmelzer

Commissioner on the DC Tourism Zone
Louise Howson

Commissioner on the DC Tourism Zone



2024 Tourism Economic Impact Report

Door County's visitor economy generated a record \$651.2 million in total economic impact in 2024, a 5.1% increase over 2023. Our visitor economy supported 3,524 jobs and contributed \$124.3 million in labor income, while delivering \$53.3 million in state and local tax revenue that helped offset household taxes in Door County by \$3,706. Direct spending surpassed the half-a-billion-dollar mark for the first time ever in 2024, totaling \$523.2 million.

Find the full economic impact report at DoorCounty.com/impact.

2025 County-Wide Accessibility Assessment



Destination Door County is excited to announce a county-wide accessibility assessment as part of their commitment to creating a more inclusive and visitor-friendly destination. The Assessment will be conducted by *Wheel the World*, a leading platform for accessible travel.

Up to seventy Door County businesses, nonprofits and government entities are eligible to apply for a free accessibility assessment. The selection process will prioritize geographic balance to ensure accessibility improvements are realized across all regions of Door County. Each participating site will receive a private evaluation with customized suggestions for improvement.

As we work together to build a more inclusive and welcoming destination, we want to highlight that investing in accessibility isn't just the right thing to do, it's a smart move that benefits both our visitor economy and our residents. These efforts can help drive occupancy and year-round visitation while also improving daily life for those who live and work in Door County.

Data from *Wheel the World* highlights the importance of community accessibility efforts: worldwide 30% of the world's population is directly affected by disability, people with accessibility needs spend \$120 billion a year on travel, and 15 million Americans with disabilities travel at least once every year.

For more information about the process, DDC and *Wheel the World* are hosting a free informational webinar on Tuesday, June 17th at 10am. Detail about attending the webinar, more information about the program, and a link to the online application can be found at:

DoorCounty.com/accessibility

Door County Tourism Zone

The Door County Tourism Zone will be holding its Annual meeting on June 19th at the City of Sturgeon Bay. This is a fantastic opportunity to refresh yourself on the current status of the lodging industry in Door County and hear about compliance efforts and strategies throughout the past year. This year, the Commission will be focusing on data based on lodging type and reviewing how average daily rate (ADR) and occupancy has changed since 2007. Please join us in-person to discuss and celebrate the lodging industry with us.

If you are unable to join us, please see below some quick facts from 2024:

- Over \$12.1 million in room tax was collected.
- \$3.6 million in room tax was distributed directly to Door County's municipalities.
- The Commission recovered a total of 1,386 missing reports, totaling \$764,395 in room tax collections.





STAFF REPORT

Item 6.c. - ADMIN BUILDING SITING REPORT

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

This spring the Board appointed a task force to review potential sites for the Administrative Building. The task force was to have their findings completed and presented in time for the June meeting. Dick Burress, the Chair, had compiled the findings into a final report and submitted them on schedule, but was not able to present the findings in person, so the President requested this matter be delayed to the July meeting. The Report is attached. (Dick requested the agendas, minutes, and staff handouts be attached to the report, so the attached is somewhat lengthy; the findings are found in the first five pages.)

Sister Bay Ad Hoc Village Administration Building Review

Task Force Final Report

At the Sister Bay Village Board meeting on February 18th, 2025, board members presented information on the proposal to construct an administration building on the recently acquired Logerquist site. Three audience members objected to building on said site. Resident Richard Burress suggested that the village look at fourteen other potential sites within the village to locate the administration building. After discussion by the board, they voted against sending the project to bid at this time.

On March 25, 2025, at the Sister Bay Village Board meeting, the board passed a resolution (2005-002) establishing an Ad Hoc Village Administration Building Review Task Force. Richard Burress was appointed chairperson, and the following people were appointed committee members: Ken Church, Ron Kane, Kurt Hariff, Chris Hecht, Brigid White, and Jill Wiebe. Also identified was Nate Bell-*ex officio*. The resolution was amended at the meeting to include an additional member, Patrice Champeau. All meetings were held at the Sister Bay Fire Station.

The Ad Hoc Committee first met on April 2, 2025, with seven of the eight members in attendance, plus *ex-officio* Bell. Member Jill Wiebe was absent from the meeting and requested to be removed from the committee for personal reasons. Prior to the meeting Burress had received a request to add four additional locations for evaluation. At the meeting members requested two additional sites be added for a total of twenty. See A-1, A-2, A-3..

Committee members were advised by Village Board Chairman Nate Bell, that no additional sites would be added following the first meeting. Burress reported that prior to this meeting, he had done a cursory look at the identified sites and would recommend that five of the sites be removed from consideration. See A-4. After hearing reasons for the removals, the committee members agreed, and the five sites were removed. Fifteen sites were forwarded for consideration.

Next, the committee completed an exercise designed to identify what members consider important in evaluating the location of the administration building. Committee member Hecht used a white board to record what members felt were important considerations. Members listed twenty-three considerations. Members

were then asked to list their top five, with their number one receiving five points, down to their number five receiving one point. The exercise was completed with results displayed in the April minutes, Burress advised committee members he would like this exercise repeated after each meeting to determine if opinions varied regarding the considerations for each site. It should be noted that this exercise was not completed following subsequent meetings due to the number of absences by committee members.

Burress informed members that he would schedule a meeting with Administer Schmelzer to do some preliminary assessments of the proposed sites and would ask Schmelzer to attend the 4-10-25 meeting to provide committee members information on the sites.

The second meeting of the committee was on April 10th, 2025. One committee member was excused. At the request of the chair, the majority of the meeting was Administrator Schmelzer giving history of and findings specific to each possible site. Attached to this report are Schmelzer's depictions of each of the sites and the considerations of those sites. Because of the size of the document, I have not attached the referenced Ayres Facilities plan, adopted by the Village Board on 10-17-2023. That report can be found online at the Village of Sister Bay Website (Resolution No 2023-016). Following the information presented by Schmelzer, the members were asked to vote on each site to determine which ones should be eliminated or given further consideration. Members voted to eliminate ten of the fifteen sites. See minutes of 4-10-25. Work assignments were given to each member. The next meeting of the committee was scheduled for April 24th.

The April 24th meeting was cancelled and rescheduled for April 30th.

The third meeting of the committee was held on April 30, 2025. Three committee members were absent. Members present heard one citizen's concern and received one written correspondence. Members heard reports and findings of three of the five sites that were to receive further evaluation. Administrator Schmelzer gave a detailed report on the site next to the SBLG library. Burress then reported on an upcoming meeting with Barbra Hull, which was scheduled to take place on May 13th. Burress reported for Kane regarding the Balmoral Site. There is currently no interest in selling this property to the village. Burress also reported that he had met with owners of the old Traver Clinic, and that the building did have possibilities,

but lacked good secondary access, and would require remodeling. Administer Schmelzer will inquire with the DOT on access to highway 57.

The possibility of a temporary facility, which could house the administrative employees until a permanent location is found was discussed. Administrator Schmelzer stated that although she appreciated the thought, the staff has little interest in moving twice. The next meeting was scheduled for May 15th, and the April 30th meeting was adjourned. See minutes for details of the meeting.

The fourth meeting of the committee was on May 15, 2025. One member was absent. Burress reported on the May 13, 2025, meeting with Barbra Hull, her daughter Jennifer, and her attorney Colin Dahl. In an e-mail following the meeting from Attorney Dahl, he wrote that Barbra Hull has no interest at this time in a property switch with the Village of Sister Bay.

Schmelzer reported on her follow-up evaluation regarding the former Traver clinic. Schmelzer reported that in a conversation with the Department of Transport (DOT) they indicated that they would not allow direct access off Highway 57 to that site. Schmelzer also did a more thorough exam of the building and suggested that purchase and remodeling costs would likely be equal to or greater than new construction.

Member Church then commented that if the Hull site and old Traver clinic are removed from consideration, the selection really comes down to two sites, Logerquist and the site next to the SBLG library. Burress agreed and reminded members of the evaluation used to identify the important features at the first meeting on April 2nd. Burress further stated that based on that evaluation, the site next to the library scored higher than the Logerquist site. Burress went on to state that although he appreciated the in-depth and thorough evaluation Schmelzer had done on the library site as it related to the building as currently drawn, we were tasked with only identifying what we believe is the best site. Based on our responsibilities and determinations, Burress motioned to recommend to the Village that the library site on Mill Road be selected as the committee's recommended site for the new administration building. The motion was seconded by Church. After a brief discussion, the voice vote was taken, and although it appeared to pass, a roll-call vote was requested. The roll-call Burress-yes, Kane-yes, White-yes, Church-yes, Champeau-no, Hariff-no. The motion carried.

Discussion then took place about the need for an additional meeting. Several members stated that the responsibilities of the committee had been met, and that no further meeting was necessary. Other members took the opportunity to express objection to the result and stated that the decision may ultimately be shortsighted. In the end, the decision will still come down to a decision of the Village Board as a whole. It seems safe to say that all involved in these meetings recognized the need for a new administration building somewhere. The meeting and committee were adjourned.

Final thoughts:

I'd first like to thank the Sister Bay Village Board for allowing this committee to conduct this analysis. I'm sure that to some of the board members, this work seemed a bit like a slap in the face, after all the work put into this project. Please know that your work does not go unnoticed. Simply put, the village is coming out of a difficult two years and needs to somehow involve more people in the "Big" decisions of the village. I am not certain how that happens, or even what that looks like, but too many people report feeling like much of the village business is conducted in private. Fair or not, it's a common theme.

Next, I'd like to thank Administrator Schmelzer for her work with us. I know that she is currently working short staffed and could easily feel like we've taken her from her normal workload, but she never showed it. She was always professional and completed work she was asked to do.

I'd also like to thank the people who served on this committee. Ken Church, Ron Kane, Patrice Champeau, Kurt Hariff, Brigid White and Nate Bell. I also need to pause and then thank committee member Chris Hecht who joined us only for the first meeting before a serious illness interrupted his participation. His absence took some wind out of our sails, but his presence was always felt.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "R. Burriss", with a stylized flourish at the end.

Richard Burriss

A-1 Original fourteen sites:

1. Logerquist
2. Wiltse off ZZ
3. Wiltse off Woodcrest
4. Wiltse off Autumn Ct.
5. Wiltse off Scandia
6. Add on to Parks and Maintenance Building (Autumn Ct)
7. Behind current Fire Department
8. North Spring (5 acres)
9. At current Parks and Maintenance Building (Mill Road)
10. Gateway Park
11. Village Hall
12. Krists building and or location
13. Mike Flood Clinic
14. Swap 40's with Barbra Hull

A-2 Sites 15-18 added prior to 4-2-2025 meeting

15. Silver Birch gift shop
16. S/W corner of Woodcrest and ZZ (Balmoral property)
17. Country Walk Drive and State Highway 57
18. Traver Clinic

A-3 Sites 19 and 20 added at 4-2-2025 meeting

19. Old Bank-NWTC
20. Property South of Wolf Propane on Highway 42

A-4 Removed properties at meeting on 4-2-2025

- #7. Behind existing fire station*
- #8. North Spring (5 acres)*
- #10. Gateway Park*
- #11. Village Hall*
- #13. Flood Clinic*



AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE MEETING AGENDA

Wednesday, April 2, 2025 at 2:00 P.M.

Sister Bay Liberty Grove Fire Department – 2258 Mill Road – Kitchen

For additional information check: www.sisterbaywi.gov and click Meetings

AGENDA

1. Call to Order
2. Roll Call

1.	Richard Burress – Chair	2.	Ken Church	3.	Ron Kane
4.	Patrice Champeau	5.	Kurt Harff	6.	Chris Hecht
7.	Brigid White	8.	Jill Wiebe	9.	Nate Bell – <i>ex officio</i>
10.	Julie Schmelzer – Village Administrator				

3. Approve Agenda
4. Comments, Correspondence and Concerns from the Public
5. Discussion/Action Items
 - a) Introduction of Committee Members
 - b) Authorization of Committee; Resolution 2025-002
 - c) Discussion of Site Locating and Evaluation of Same
 - d) Work Assignments
6. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
7. Next Meeting Date: To Be Determined
8. 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 at the Village Administration Building during operating hours (8 a.m. – 4 p.m. weekdays). The Village of Sister Bay is an Equal Opportunity Provider and Employer.

Village of Sister Bay Ad Hoc Administration Building Review Task Force Meeting**Thursday, April 2, 2025*****(Approved)*****Agenda Item No 1. Call to Order**

The April 2nd meeting of the Sister Bay Ad Hoc Review Task Force was called to order by Chairman Burress at 2:02 PM at the Fire Station.

Agenda Item No. 2. Roll Call

Present Chairman Burress, and members Patrice Champeau, Brigid White, Ken Church, Kurt Harff, Ron Kane, Chris Hecht, and ex-officio Nate Bell. Excused, member Jill Wiebe.

Others: Lousie Howson, Scott Shanahan, Terry Wolf, Chris Schmeltz

Agenda Item 3. Approval of the Agenda

Motion by Church, second by Kane, to approve the agenda as presented. Motion carried. All ayes.

Agenda Item 4. Comments, Correspondence and concerns from the Public

Terry Wolf asked if the analysis being undertaken would include a look at how many meeting rooms the village needs. His question was in part to let us know that eventually, there may be available meeting room space in the Little Sister Barn at the historical site. Scott Shanahan raised the issue of spending on this project, and the need to keep the village taxpayers in mind.

Agenda Item 5. Discussion/Action items

a) Introduction of Committee Members

The members introduced themselves and gave a brief background.

b) Authorization of Committee: Resolution 2025-002

Burress referred committee member to Resolution 2025-002.

c) Discussion of Site Location and Evaluation of Same

Committee members reviewed eighteen possible locations sites as handed out by Chairman Burress. Committee member added two additional sites for a total of twenty. With discussion, the committee eliminated five of the sites from consideration. Members felt that the remaining fifteen warranted further consideration (see attached).

Discussion then turned to how we would evaluate the potential sites. Members then developed a list of 23 considerations. Members were given a ranking sheet asking that they would rank their top five considerations with the number one receiving 5 points, number two receiving 4 points and so on down to their number 5 receiving one point. Considerations were totaled and totals are listed (see attached).

Agenda Item 5. Matters to be placed on Future Agendas

Chairman Burress has discussed with the Village Administrator an April 10th meeting date scheduled for 2:00pm. Burress will ask the Administrator to attend with history and concerns of potential sites selected by the committee.

Agenda Item 6. Future Meeting Dates:

The Committee has set the following dates to meet. April 10th, April 24th, April 30th. All meetings will be at 2:00P.M.

Agenda Item 7. Adjourn

At 3:55 PM a motion was made by Champeau, seconded by Burress to adjourn the April 2, 2025, meeting of the Ad Hoc Administration Building Review Task Force Committee. Motion carried-all ayes.

Respectfully submitted,

Richard Burress
Committee Chair

Item 5.c, inventory list:

1. Logerquist
2. Wiltse off ZZ
3. Wiltse off Woodcrest
4. Wiltse off Autumn Ct.
5. Wiltse off Scandia
6. Add on to parks building (Autumn Ct)
7. At current Parks building site
8. Krist location
9. Swap 40's with Barbra Hull
10. Silver Birch gift shop (1.2)
11. Across from Mill rd. on Woodcrest 2.14

- 12. Country Walk Dr. and 57 (1.2)
- 13. Old Traver clinic (3.45)
- 14. Old Bank-NWTC
- 15. Property South of Wolf on Highway 42 (3.3)

Item 5.c, ranking:

- 1. Is this property owned by the Village? 5,1,1,4,4,5=20
- 2. Is this property currently served by Sewer and Water? 4,5,5,3,3,5=25
- 3. Is the property within 500 ft of S&W? 3
- 4. Is the property available or for sale? 3
- 5. Does this property exhibit any building restrictions?
- 6. Overall cost of the project 1,2,3,5,5,4=20
- 7. Does this property exhibit any ingress/egress issues? 3,4=7
- 8. Is there an existing parking lot at this property for 50 vehicles? 4,1=5
- 9. Would the parking at this site be multi-use? 1,5,3=9
- 10. Is this property compatible with a government building?
- 11. Would the location of this building constitute spot zoning?
- 12. Would the building at this site compromise adjacent land use?
- 13. Is there meeting space in an existing building?
- 14. Does the site accommodate expansion? 1
- 15. Is the site East of Bayshore Drive if downtown 2
- 16. What are the infrastructure costs 4,2=6
- 17. Is the property in a B3 district 1
- 18. Do we maintain Green Space
- 19. Is there remediation of contaminants
- 20. Is there Presence-represents the Village style 2,4=6
- 21. Is there a water view?
- 22. Is there use of an existing building 2
- 23. Does the site accommodate future government buildings 2



AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE MEETING AGENDA

Thursday, April 10, 2025 at 2:00 P.M.

Sister Bay Liberty Grove Fire Department – 2258 Mill Road – Small Conference Room

For additional information check: www.sisterbaywi.gov and click Meetings

AGENDA

1. Call to Order
2. Roll Call

1.	Richard Burress – Chair	2.	Ken Church	3.	Ron Kane
4.	Patrice Champeau	5.	Kurt Harff	6.	Chris Hecht
7.	Brigid White	8.	Jill Wiebe	9.	Nate Bell – <i>ex officio</i>
10.	Julie Schmelzer – Village Administrator				

3. Approve Agenda
4. Approve Minutes: April 2, 2025 Meeting
5. Comments, Correspondence and Concerns from the Public
6. Discussion/Action Items
 - a) Work Assignments
 - b) Review Staff Summary of Potential Sites
 - c) Discussion and Next Steps
7. Matters to be Placed on a Future Agenda or Referred to a Committee, Official or Employee
8. Next Meeting Date: April 24, 2025
9. 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 at the Village Administration Building during operating hours (8 a.m. – 4 p.m. weekdays). The Village of Sister Bay is an Equal Opportunity Provider and Employer.

Date Posted/Signature _____

VILLAGE OF SISTER BAY
AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE
MEETING MINUTES
THURSDAY, APRIL 10, 2025
APPROVED

1. Call to Order

Chair Dick Burress called the meeting to order in the conference room of the fire station at 2:00 p.m.

2. Roll Call.

Burress took roll call.

Present: Chair Dick Burress, Patrice Champeau (Trustee), Ken Church, Kurt Harff (Trustee), Ron Kane, Brigid White. Village President Nate Bell was present serving in an ex-officio capacity, meaning he could not vote unless there was a tie vote.

Excused: Chris Hecht, Jill Wiebe.

Others: Denise Bhirdo (Trustee), Louise Howson (Trustee), Dave Smith.

Staff Present: Julie Schmelzer, Village Administrator

3. Approve Agenda.

Burress announced they would be discussing the agenda items in a revised order. Motion by Church, second by Kane, to approve the agenda, acknowledging the order would be revised. Motion carried unanimously.

4. Approve Minutes

It was noted the minutes indicated Wiebe was absent but she was excused. Motion by Church, second by Burress, to approve the April 2, 2025, minutes, as amended. Motion carried unanimously.

5. Comments, Correspondence, Concerns from the Public

Schmelzer explained since a majority of the Village Board of Trustees was in attendance, those trustees who were not Task Force members could provide comments or concerns but the committee could not engage in a dialogue with them since the Village Board would ultimately be making a decision on the subject matter of the Task Force's mission. There was no public comment (including Non-Task Force Trustees in attendance).

6. Discussion/Action Items

a. Review Staff Summary of Potential sites.

The Task Force reviewed the handout that was in the meeting packet which provided detailed information about each of the sites the Task Force decided to discuss at the meeting. The Task

Force voted on each of the fifteen sites, of which two sites had tie votes and the ex officio member had to vote to break the tie vote.

Of the fifteen sites, the Task Force narrowed their focus to five sites:

- i. The former Logerquist property on Woodcrest Road;
- ii. The current Park Maintenance Facility site at 2313 Mill Road;
- iii. A 2.14 acre site adjacent to the Sports Complex owned by Our Balmoral, LLC on Woodcrest Road;
- iv. A portion of the Hull property along Woodcrest Road;
- v. The former Traver Clinic on Applewood Road.

b. Work Assignments

Burress handed out a 'ranking sheet' the Task Force discussed at the last meeting. The sheet lists 23 items the group indicated needed to be considered for each site. Each member is to complete the sheet for each site and rank their selections in order, based on the criteria the group agreed was critical to their decision making process.

c. Discussion and Next Steps

Burress asked for volunteers to contact the owners of the sites the village did not own and determine if the owner(s) would be willing to sell their property, or trade, and at what price.

Assigned property inquiries were:

- i. 2313 Mill Road – Schmelzer is to map out setbacks and determine if there is room for the design already approved, including parking.
- ii. Our Balmoral, LLC – Kane
- iii. Hull – Hecht and White
- iv. Traver – Burress

7. Matters for Future Agenda

Burress indicated all three items discussed should be on the next agenda, as well as an agenda item to discuss a temporary operating site for the administration offices.

8. Next Meeting Date

The next meeting will be April 24, 2024. Village staff will try to find a larger meeting room, but if none is available, the group will meet in the conference room again.

9. Adjourn.

The Task Force adjourned their meeting at approximately 3:45 p.m.

Respectfully submitted,

Julie Schmelzer
Village Administrator

April 10, 2025

- 1)Is this property owned by the Village?
- 2)Is this property currently served by Sewer and Water?
- 3)Is the property within 500 ft of S&W?
- 4)Is the property available or for sale?
- 5)Does this property exhibit any building restrictions?
- 6)Overall cost of the project
- 7)Does this property exhibit any ingress/egress issues?
- 8)Is there an existing parking lot at this property for 50 vehicles?
- 9)Would the parking at this site be multi-use?
- 10)Is this property compatible with a government building?
- 11)Would the location of this building constitute spot zoning?
- 12)Would the building at this site compromise adjacent land use?
- 13) Is there meeting space in an existing building?
- 14)Does the site accommodate expansion?
- 15)Is the site East of Bayshore Drive if downtown
- 16)What are the infrastructure costs
- 17)Is the property in a B3 district
- 18)Do we maintain Green Space
- 19)Is there remediation of contaminants
- 20) Is there Presence-represents the Village style
- 21) Is there a water view?
- 22) Is there use of an existing building
- 23)Does the site accommodate future government buildings

1st Choice – 5 points _____

2nd Choice – 4 points _____

3rd Choice – 3 points _____

4th Choice -2 points _____

5th choice -1 point _____

Compiled by Julie A. Schmelzer
Village Administrator
April 5, 2025

Committee Members,

I have been asked to provide more information about each of the sites you considered at your last meeting. The pros and cons of some of the sites listed were evaluated in the 2023 Facilities Plan, attached.

Below is additional information available to staff.

Loggerquist



- Already paid for (no debt), no land acquisition costs.
- In an area of government services/proposed government services (e.g. possible site for future fire station).
- Road is existing.
- Sewer must be run in the right-of-way a distance of 700' (average price \$156/linear foot, but varies on contractor, length, needs, and season). \$109,000 est.
- Stormwater pond required if over an acre of disturbance for all anticipated development on the site; site available.
- Historic site/value (building was designed to compliment historic farm use).
- Flat site, no topographic concerns.
- Currently having a Phase I assessment completed, but it is anticipated there are no issues since there currently is not evidence of an arsenic mixing site.

Wiltse off CTH ZZ & Wiltse off Scandia

- Already paid for (no debt), no land acquisition costs
- In an area of government services.
- Road must be built. Per 2024 estimates for other roads, est. \$1587/linear foot (varies by contractor, length, needs, and season).
- Sewer must be run (average price \$156/linear foot, but varies on contractor, length, needs, and season). Eastern 18 acres cannot be served by sewer and water without a lift station and well booster.
- Stormwater pond required.
- Some topographic concerns, dependent on site. (Western edge drops in elevation by about 10', dependent on location.)
- Blasting may be required.
- Phase I assessment showed arsenic in soils, but can be developed. However, area off CTH ZZ Phase II assessment shows need for mitigation (scrape soil away and develop mitigation plan for disposed soils and remaining site – required for roads as well as development). The below shows all the soil samples taken, and the pink and yellow highlighted areas are the areas requiring soil mitigation.



Wiltse Site, Accessing off Woodcrest (off ballfield drive)



(Ignore the green – the assumed site is in blue)

- Already paid for (no debt), no land acquisition costs
- In an area of government services.
- Road must be built. Per 2024 estimates for other roads, est. \$1587/linear foot (varies by contractor, length, needs, and season). Est. 2000' at \$3,174,000.
- Sewer must be run (average price \$156/linear foot, but varies on contractor, length, needs, and season). Sewer and water could come off the lateral currently be installed – est. min. of 975' at \$152,000.
- Stormwater pond required.
- Western edge drops in elevation by about 10'; not a flat site.
- Blasting likely required.
- Phase I assessment showed arsenic in soils, but can be developed.
- May need a waiver from the Board to develop within 500' of WWTP (dependent on site; likely granted).

Wiltse off Autumn Court

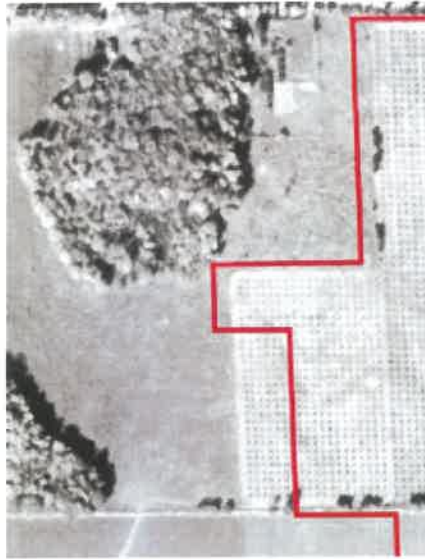
(I'm not aware of the specific site, but am assuming this proposed site is in the area of the community gardens.)



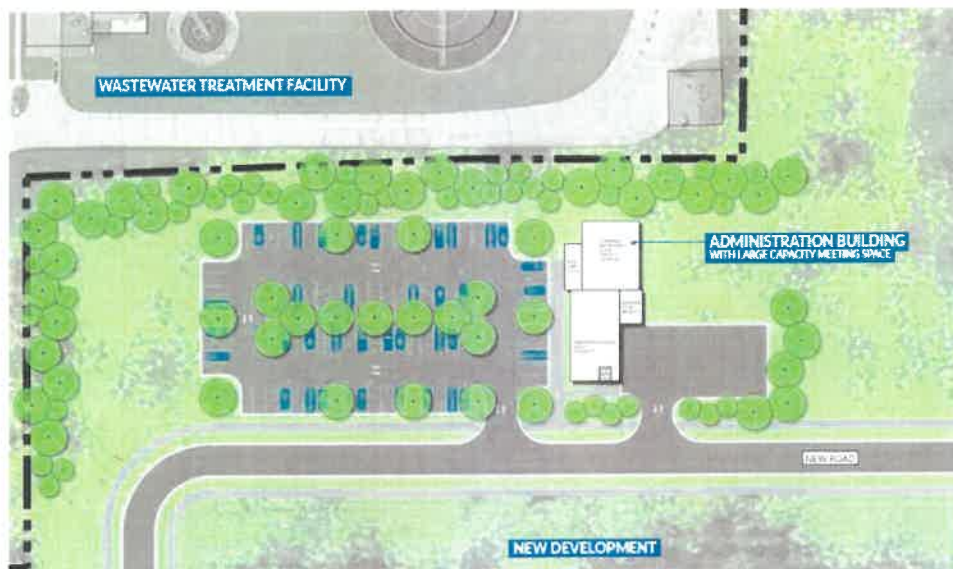
(Ignore the green; site not identified in photo)

- Already paid for (no debt), no land acquisition costs. Have to remain on parks property and not be developed on WWTP property. Be advised a portion of the site may be needed for a sludge drying facility, if the current facility study in process shows this is the best location for the sludge dryer. We have to be careful not to limit potential future needs of the WWTP.
- In an area of government services.
- Road must be built. Per 2024 estimates for other roads, est. \$1587/linear foot (varies by contractor, length, needs, and season).
- Sewer must be run (average price \$156/linear foot, but varies on contractor, length, needs, and season).
- Stormwater pond required.
- Eastern edge rises in elevation by about 10'; not a flat site, but dependent on location.
- Blasting likely required.

- Will need a waiver from the Board to develop within 500' of WWTP (dependent on site; likely granted).
- Access is an issue in that Autumn Court is closed to the public when the WWTP is closed – will need an alternate/new road.
- Does not appear on historic photos as a former cherry orchard.



The Facilities Plan also looked at this site. There were concerns over how the site would work for the undesigned Wiltse property and there were concerns over odor. Also of concern was the cost for the new road to serve the building. After the plan was completed the village was faced with the high cost of hauling sludge, and now may need the site for the sludge dryer, if needed.



Add onto New Parks Maintenance Facility



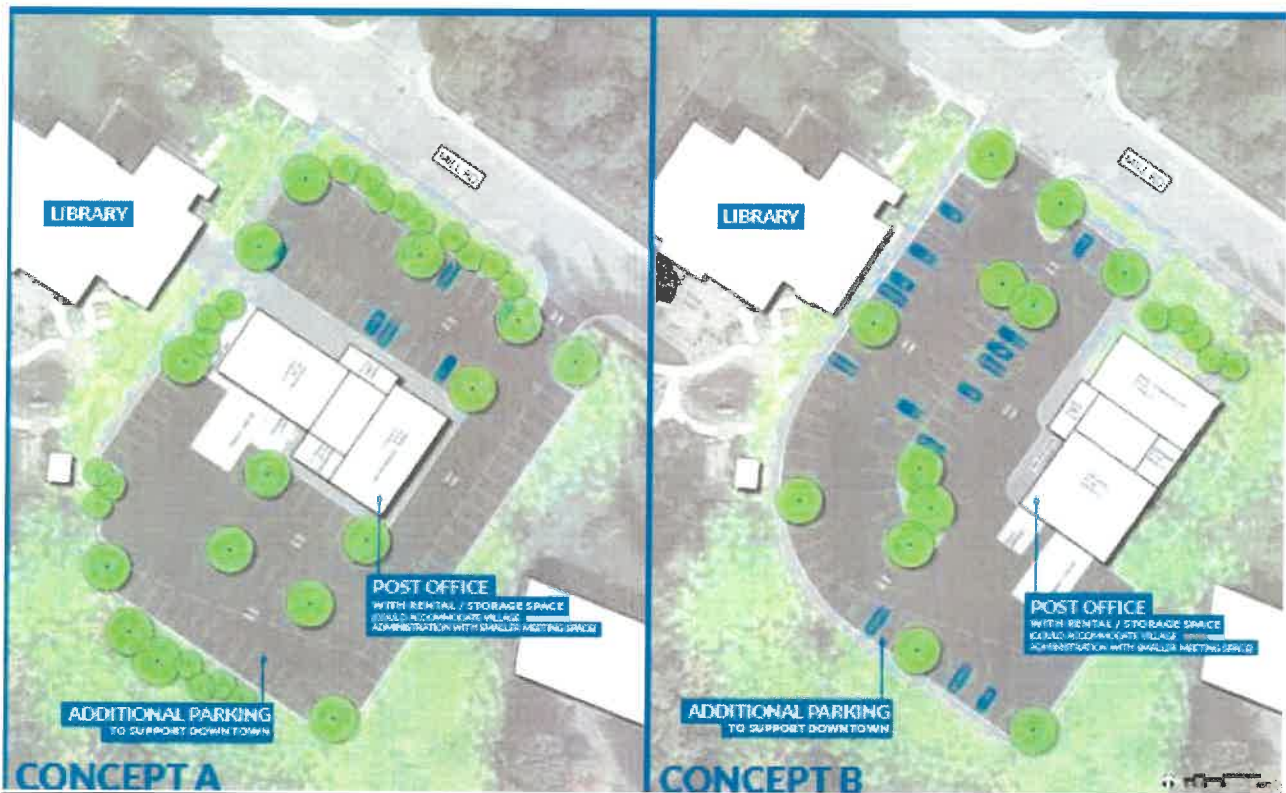
- Already paid for (no debt), no land acquisition costs.
- In an area of government services.
- Sewer must be extended (average price \$156/linear foot, but varies on contractor, length, needs, and season).
- Likely will need to enlarge proposed stormwater pond (for parks building) or have a separate pond.
- Flat site.
- Blasting not required. However, between the new Parks Maintenance Building and the WWTP, is the site of the old lagoon beds. These beds were filled in, but are not deemed stable. The site would need to be excavated to the virgin soil depth. That depth is not known.



- Will need a waiver from the Board to develop within 500' of WWTP (dependent on site; likely granted).
- Odor a concern.

Current Parks Building Site

This site was looked at extensively during the Facilities Plan planning process. At first the committee looked at whether they could combine the post office with the administrative building, and add more parking downtown. At the time the postmaster expressed dissatisfaction with their current post office site, said they would not move off the main road (or at least had to be close to it), and said the federal government was looking at post office consolidations. In an attempt to not lose the postal service being in Sister Bay, finding a new post office site was important.



The plan also felt the Mill Road site was “too constrained” (I recall concerns over meeting space and expansion). Once the Logerquist property was acquired, it was determined the Mill Road site would not be suitable for the Administration Building in case it was needed for a post office someday. The plan also reported that if it is not used for a post office, it

could be used to “supplement downtown parking and potentially offer amenities such as bike parking and an information kiosk. It could also house the village’s bus”.

Across the Road from Mill Road, on Woodcrest



- Land would need to be purchased. 2.14 acres owned by Our Balmoral LLC, San Diego, CA. Assessed value \$208,000.
- In an area of government services.
- Road is existing.
- Sewer must be run (average price \$156/linear foot, but varies on contractor, length, needs, and season). Might be able to tap into new lateral being built, or tap into an existing lateral (believe this requires going under the road).
- Stormwater pond possibly required, dependent on the area disturbed.
- Blasting needs unknown.
- Does not appear on historic photos as a former cherry orchard.

Krist Location off Highway 42



- Land would need to be purchased. Owned by two parties (Krist 78% interest/Wagner 22%). Parking lot is 5.1 acres; building site is 1.75 ac. Purchase price unknown (not listed with a realtor). Parking lot parcel assessed at \$409,300; building parcel assessed at \$1,139,700.
- Major site remedies required in that most of the asphalt must be removed (violates green space requirements); building condition is not considered long term; building nonconforming.
- Not in an area of government services (other than NWTC).
- There is a higher and better use in that this is commercial property.
- Road is existing. However, access needs to be 'fixed'; DOT will not allow any new accesses until the current access is narrowed and serves all properties, including the adjacent gas station.
- Sewer is existing.
- Stormwater pond required.
- Flat site.
- Blasting unknown.

Silver Birch Gift Shop



- Land would need to be purchased. Lot is 1.12 acres. Owned by PEH Investments, LLC. Price unknown in that it is off the market. Assessed at \$840,000.
- Building renovations required to meet state code. Currently retail with living quarters. Questionable if it is large enough to meet village needs without extensive remodeling. If second floor is used, might require elevator.
- Parking lot is small – 17 stalls. Would need expansion.
- Not in an area of government services (other than NWTC).
- There is a higher and better use in that this is commercial property.
- Road is existing.
- Sewer is existing.
- Flat site.

Vacant Lot South of New Wolf Brothers



- Land would need to be purchased. Lot is 3.32 acres. Owned by Graf Trust. Not on the market. Assessed at \$467,400.
- Site large enough for village needs, including stormwater pond.
- Must access off the Wolf Bros. property – no direct access on STH 42.
- Not in an area of government services, and in an area where growth is impractical.
- There is a higher and better use in that this is commercial property.
- Road is existing.
- Sewer is existing.
- Flat site.

Old Bank-NWTC

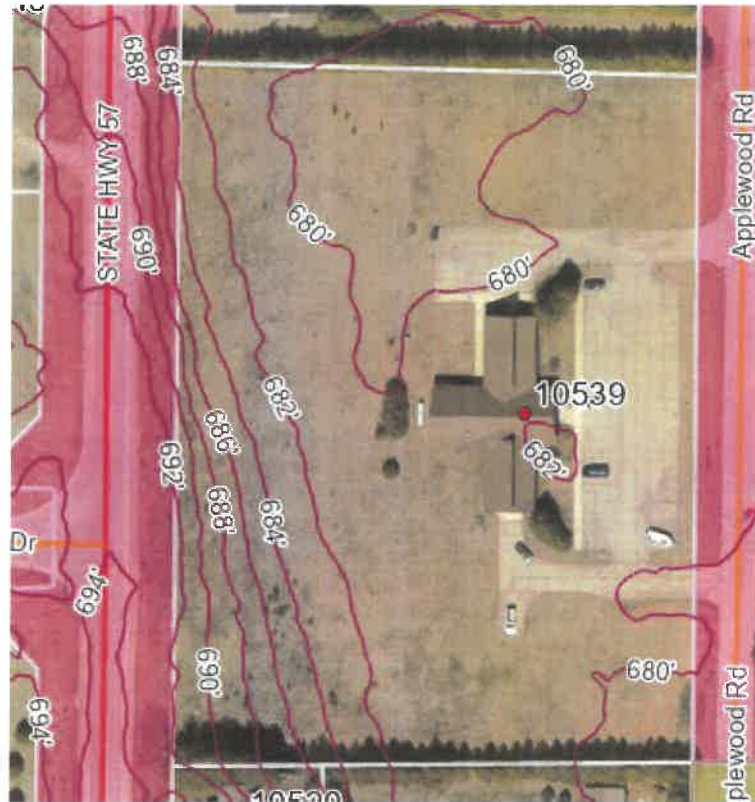
(I did not research this one because I wasn't sure what parcel was being referred to. I am guessing however it would require renovations, and the lot may not be large enough, and in an area deemed for a higher and better use – commercial properties are limited and the village has reserved the highway corridors for commercial development.)

Country Walk Drive and STH 57



- Land would need to be purchased. Lot is 1.17 acres and owned by Raeanne, LLC. It is for sale, sale price unknown. Assessed at \$164,600.
- In an area of institutional uses (childcare center and medical center are nearest institutional uses).
- Road is existing. May not be able to get direct access onto STH 57, but would off Country Walk.
- Sewer adjacent.
- Stormwater pond might be required if over an acre of disturbance; lot may be too small for development and pond.
- Fairly flat site, no topographic concerns.
- Zoned for a higher and better use.

Old Traver Clinic



- Land would need to be purchased. Lot is 3.46 acres and owned by CHVIV Development LLC. It is not for sale. Assessed at \$713,100.
- In an area of institutional uses (childcare center and medical center are nearest institutional uses).
- Road is existing. May not be able to get direct access onto STH 57, but would off Applewood Rd. Applewood is in poor condition, and the 2024 estimate to repair and urbanize this section of the road (install curb and gutter and a sidewalk from Canterbury to the end of Applewood, which is the end of this parcel) is \$1,383,878.
- On public sewer.
- It is likely major renovations are required in that the building is older.
- Fairly flat site, no topographic concerns.
- Former cherry orchard, so if developing beyond existing footprint, should have a Phase I assessment.

Swap Barbara Hull 40 Acres for the Logerquist Site



- Land would need to be purchased. All 76 acres was on the market in 2024 for \$10m. Questionable whether she would split her property for something of lower value.
- Depending on which 40 is proposed, a portion is in an area of institutional uses (medical center).
- If accessing off Canterbury, road would need to be extended. The 2024 estimate to connect Canterbury to Woodcrest was \$2,141,961. This included extending sewer and water. If accessing off Woodcrest, there would be direct access off Woodcrest, but sewer and water would need to be extended down Woodcrest, further than the Logerquist site, so estimate \$109,000 per every 700 linear feet from the intersection of CTH ZZ (Maple) and Woodcrest.
- Not on public sewer and water.
- Not best use – in area planned for residential development.
- Rock ridge on far north site. Possible sinkhole on south 40 acres, could just be depression.

- Some topographic issues (property drops about 30' from west to east).
- Blasting likely.
- Room for stormwater pond.
- GIS shows a former orchard on Northeast corner of northern 40 acres. If that area is selected, a Phase I assessment should be pursued.



AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE MEETING AGENDA

Wednesday, April 30, 2025 at 2:00 P.M.

Sister Bay Liberty Grove Fire Department – 2258 Mill Road – Small Conference Room

For additional information check: www.sisterbaywi.gov and click Meetings

AGENDA

1. Call to Order, Roll Call & Declaration of Quorum

1.	Richard Burress – Chair	2.	Ken Church	3.	Ron Kane
4.	Patrice Champeau	5.	Kurt Harff	6.	Chris Hecht
7.	Brigid White	8.	Jill Wiebe	9.	<i>Nate Bell – ex officio</i>
10.	<i>Julie Schmelzer – Village Administrator</i>				

2. Approve Agenda

3. Approve Meeting Minutes: April 10, 2025

4. Comments, Correspondence and Concerns from the Public

5. Discussion/Action Items

- a) Review Summary of Potential Sites
- b) Work Assignments
- c) Temporary Location for Administration Offices
- d) Discussion and Next Steps

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

7. Next Meeting Date: TBD

8. 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 at the Village Administration Building during operating hours (8 a.m. – 4 p.m. weekdays). The Village of Sister Bay is an Equal Opportunity Provider and Employer.

Date Posted/Signature _____

VILLAGE OF SISTER BAY
AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE
MEETING MINUTES
THURSDAY, APRIL 30, 2025
APPROVED

1. Call to Order

Chair Dick Burress called the meeting to order in the conference room of the fire station at 2:00 p.m.

2. Roll Call.

Burress took roll call.

Present: Chair Dick Burress, Ken Church, Kurt Harff (Trustee), Brigid White. Village President Nate Bell was present serving in an ex-officio capacity.

Excused: Patrice Champeau (Trustee), Chris Hecht, Ron Kane, Jill Wiebe.

Others: Denise Bhirdo (Trustee), Louise Howson (Trustee), Mickie Mostardi, Chris Schmeltz.

Staff Present: Julie Schmelzer, Village Administrator

3. Approve Agenda.

Motion by Church, second by Harff, to approve the agenda as presented. Motion carried unanimously.

4. Approve Minutes

Motion by Church, second by Harff, to approve the April 10, 2025, minutes. Motion carried unanimously.

5. Comments, Correspondence, Concerns from the Public

Mostardi commented Hecht wanted a location for a future fire station and to keep that idea in mind when looking at a location.

Burress presented a letter he had received from Myles Dannhausen.

6. Discussion/Action Items

a) Review Staff Summary of Potential sites.

Item b), *Work Assignments*, was discussed jointly with item a).

Burress reminded the group they were assigned research on the final list of five potential sites, the sites being:

- i. The former Logerquist property on Woodcrest Road;
- ii. The current Park Maintenance Facility site at 2313 Mill Road;
- iii. A 2.14 acre site adjacent to the Sports Complex owned by Our Balmoral, LLC on Woodcrest

1 Road;

- 2 iv. A portion of the Hull property along Woodcrest Road;
- 3 v. The former Traver Clinic on Applewood Road.

4
5 Schmelzer shared her findings on the Mill Road site. Based on building needs, as the building is
6 currently designed, and 37 parking stalls required by a 2007 Library Agreement, there would be
7 a need for 117 stalls, but the Plan Commission could consider an exemption for 41 of those stalls,
8 meaning a need for 76 stalls. The site could fit 55 stalls, but after deducting the required Library
9 parking, there would be just 18 stalls for the Administration Building. Discussion was the building
10 could be redesigned, and, the Library Commission might agree to revise their agreement and
11 allow for shared parking stalls. She added that with the building and 55 stalls, there would be no
12 room for the required stormwater pond, and, based on contours, the site could not flow to the
13 Library's stormwater pond or the pond behind the Fire Station.

14
15 Burress reported Kane heard back from the Balmoral site owners, and they are not interested in
16 selling, so that site would be removed from the list.

17
18 He then reported on a meeting he would be having with Barbara Hull on May 13. Barbara has
19 agreed to meet and hear Burress' issues related to consideration and possibilities of her property
20 on Woodcrest. Burress restated his long-held belief that a road from Highway 57 to Woodcrest
21 could not only reduce traffic in downtown Sister Bay, but also provide much needed
22 ingress/egress to those living on Canterbury Lane and Applewood Road.

23
24 He also met with the owner of the former Traver Clinic property and said the building is about
25 12,000 square feet and was built in 1999, had an atrium and room for the administration offices,
26 and with remodeling, a meeting room. He said it has a new HVAC system. He shared the value
27 of the property and indicated the owner would want double the assessed value [about \$1.4
28 million]. Bell estimated renovations would be \$500,000; Schmelzer thought over \$1 million.
29 Based on cost, Burress did not feel it was a realistic option. He added a road should be extended
30 across the property to connect Applewood to Hwy 57. Burress said the owner reported he had
31 approval from the DOT to access Highway 57. Schmelzer agreed to contact the DOT to see if the
32 access was still valid, and ask the Finance Director if the village could afford the purchase.

33 34 **c) Temporary Location for Administration Offices**

35 Burress inquired if a temporary location was needed for the administrative offices, noting the
36 road project scheduled by the offices may impact the use of their current building. Schmelzer
37 explained she was grateful for the group's concern about a temporary location for the
38 administrative offices, but she spoke with her staff and they are not interested in moving to a
39 temporary location; they prefer not to move twice.

40 41 **d) Discussion and Next Steps**

42 Burress then briefly discussed the Dannhausen letter pointing out the comments that the
43 meeting room was too large and there were too many bathrooms [in the current proposed
44 Administration Building design]. Schmelzer clarified the number of restrooms were based on

1 state requirements, with the addition of one family restroom, and the design was half of what
2 was originally designed. Burress added the letter mentioned no community space with a kitchen
3 was being provided, and Schmelzer explained when the Facility Study was being drafted, public
4 input revealed people wanted a community space at the ice rink, and to renovate the Village Hall,
5 so the administration building was designed as a meeting room, instead of a community center.
6 Dannhausen's letter also reported on the size meeting room other communities had and
7 Schmelzer cautioned that some places, like Sturgeon Bay, may have a meeting room for about
8 50 people, but they also have a community room for meetings, which she guessed housed about
9 50 people as well.

10
11 Burress concluded that the Task Force is not tasked with designing the building, and it appears
12 the village did their due diligence when selecting the Logerquist site.

13
14 **6. Matters for Future Agenda**

15 Burress said that the group should meet after he meets with Hull, and therefore he set the next
16 meeting date for May 15 at 2:00 p.m., and their last meeting would be scheduled for May 29 at
17 2:00 p.m. At the May 29 meeting he would have a rough draft of their findings that he would
18 present to the Board in June.

19
20 **7. Next Meeting Date**

21 (See item 6 above.)

22
23 **8. Adjourn.**

24 The Task Force adjourned their meeting at approximately 3:08 p.m.

25
26 Respectfully submitted,

27
28 Julie Schmelzer
29 Village Administrator
30
31
32
33

Parking Regulations

Required stalls: 37 for the exclusive use of the Library; Admin building requires 7 employee stalls + 7 trustees + 75 seats @ 1 per every 3 seats (25) + 1 space for every 200 sq. ft. of gross floor area, which I'm thinking the PC would waive (can be adjusted by the Plan Commission per 66.0404), for a total of 39 for Admin. **Total = 76 stalls required (plus 41 if the Plan Commission does not waive the requirement for the gross floor area parking calculation/needs)**

- Access (driveway) shall be 24'-35'. Allowed two driveways.
- 9' x 20' stalls required (Library stalls can be 18' deep, per the Library agreement).
- 90 degree parking requires 22' aisles.
- For every 20 stalls, disabled parking is per Wis Stats. 346.503.
- Parking has to be 15' off south, back lot line; 5' off other lot lines.
- Requires landscaping equivalent to 5% of the parking area, and one half of the 5% must be in islands within the parking lot.
- Screened from view from south lot line and the road.
- Number of stalls is cumulative. So whatever is needed for the library, plus the new building, is required (can't 'double up' on spaces).
- Parking has to be on same lot it serves, so Library will need an exception to use parking at the Admin Building.
- Need loading and unloading stalls for each use at a rate of 1 if under 5000 sq. ft.; 2 if 5,000-24,999 sq. ft. Each loading and unloading space shall be 250 sq. ft. in area.

Building parking out to the setbacks, and accounting for 22' aisles, and avoiding the 5' increase in elevation at the back (the wooded part), you can fit 55 parking stalls. This does not allow for landscape buffers on the sides of the lot however. The lot falls 21 stalls short of the minimum required (provided the PC doesn't require the additional parking required for gross floor area).



Stormwater Concerns

An issue though...and it's a big one: If we develop everything except the area with the 5' rise in elevation, and leave a buffer strip on the east side (required), you are disturbing more than an acre, and need a stormwater pond. (An acre is 43,560 sq. ft.) There is no room.



Could it be drained to the pond at the Library? I do not know if that pond has capacity in that it wasn't designed as a regional or collector pond (its pretty small). In addition, the site doesn't drain towards the pond (it drains towards the library sidewalk along Mill Rd.). As a matter of fact, the pond is actually *higher* than the development area. A lot of fill and grade changing would be required to change the flow of surface water to get it to the Library pond, which may or may not even be able to accommodate the increased water. (Drainage pattern/contour on next page.)

Could it be drained towards the pond behind the fire Station? No, its draining the wrong direction.





AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE MEETING AGENDA

Thursday, May 15, 2025 at 2:00 P.M.

Sister Bay Liberty Grove Fire Department – 2258 Mill Road – **Large Meeting Room**

For additional information check: www.sisterbaywi.gov and click Meetings

AGENDA

1. Call to Order, Roll Call & Declaration of Quorum

1.	Richard Burress – Chair	2.	Ken Church	3.	Ron Kane
4.	Patrice Champeau	5.	Kurt Harff	6.	Chris Hecht
7.	Brigid White	8.		9.	Nate Bell – <i>ex officio</i>
10.	Julie Schmelzer – Village Administrator				

2. Approve Agenda

3. Approve Meeting Minutes: April 30, 2025

4. Comments, Correspondence and Concerns from the Public

5. Discussion/Action Items

- a) Burress Report on Hull Meeting
- b) Schmelzer Report on Former Traver Clinic Site
- c) Discussion on Evaluation Criteria From First Meeting
- d) Discussion and Next Steps for Final Meeting

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

7. Next Meeting Date: May 29, 2025

8. 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 at the Village Administration Building during operating hours (8 a.m. – 4 p.m. weekdays). The Village of Sister Bay is an Equal Opportunity Provider and Employer.

Date Posted/Signature _____

VILLAGE OF SISTER BAY
AD HOC VILLAGE ADMINISTRATION BUILDING REVIEW TASK FORCE
MEETING MINUTES
THURSDAY, MAY 15, 2025
FINAL MEETING – NO APPROVAL

1. Call to Order, Roll Call & Declaration of Quorum

Chair Dick Burress called the meeting to order in the large meeting room at the Fire Station at 2:00 p.m.

Burress took roll call.

Present: Chair Dick Burress, Patrice Champeau (Trustee), Ken Church, Kurt Harff (Trustee), Ron Kane, Brigid White (Trustee). Village President Nate Bell was present serving in an ex-officio capacity.

Excused: Chris Hecht, Jill Wiebe.

Others: Denise Bhirdo (Trustee), Louise Howson (Trustee), gentleman named Rick.

Staff Present: Julie Schmelzer, Village Administrator

2. Approve Agenda.

Motion by Church, second by Harff, to approve the agenda as presented. Motion carried unanimously.

3. Approve Minutes

Motion by Church, second by Harff, to approve the April 30, 2025, minutes. Motion carried unanimously.

4. Comments, Correspondence, Concerns from the Public
(None.)

5. Discussion/Action Items

a) Burress Report on Hull Meeting

Burress updated the task force on his meeting with Ms. Hull and read an email between Ms. Hull's attorney and himself. In summary, Ms. Hull is not interested in exchanging a portion of her 76 acres for the former Logerquist property.

b) Schmelzer Report on Former Traver Clinic

Schmelzer explained the building was built in 1985, size was 6072 sq. ft., parking was adequate. She shared information from the architect that in his best estimation, without touring the property and not accounting for any exterior work, it would cost approximately \$1,669,800-\$1,912,680 to renovate the building. She also reported on information she received from the

DOT regarding the possibility of having an access point from the property to Highway 57 and the DOT's response that such access point would not be approved.

c) Discussion on Evaluation Criteria from First Meeting

Burress reminded the group of the evaluation criteria they established at their first meeting. At that meeting the following were ranked as important to their recommendation of a site for the new Administration Offices: the site being on sewer and water; the property had to be owned by the village; overall cost; parking would be available for multi-use; there would not be ingress and egress issues; there would be room for approximately 50 vehicles; the site would have 'presence'; there would be accommodations for expansion.

Comments from members included:

- Church – It doesn't make sense that we need a pond at the Mill Road site
- Burress – We don't need a building the size that was designed
- Champeau – We need to think of the future and growth; concern over parking at the Mill Road site
- Bell – Keep the disturbance on the Mill Road site under an acre and we shouldn't need a stormwater pond
- White – Perhaps we can bore under Mill Road and drain the Mill Road site into the wetland
- Burress - Perhaps we could have a lift station at the Mill Road site and lift the stormwater into the pond at the Library
- Harff – The Logerquist site has room for expansion, building designed for the future, no traffic issues, there is room for unforeseen needs
- White – We need a site with dual purpose parking, we need a site we own

Burress then reminded the group they were not tasked with designing a building, but he did feel the Mill Road site had enough room for the village's needs, including being large enough for a building to accommodate elections [a stated need]. He concluded that based on the analysis, he is recommending the Mill Road site be the home of the new Administration Offices, and made a motion to that effect. That motion was seconded by Church.

Roll call on the motion: Aye – Burress, Church, Kane, White; Naye – Champeau, Harff

d) Discussion and Next Steps for final Meeting

The group felt it was not necessary to meet again. Burress was tasked with summarizing their findings and presenting their recommendation to the Board in June.

Harff expressed his objection to the recommendation explaining the felt the task force was not looking at the future and the village would be 'stuck' with a site with no room for expansion.

6. Matters for Future Agenda

(NA)

7. Next Meeting Date

(NA)

1
2 **8. Adjourn.**

3 Motion by Kane, second by Champeau to adjourn. Motion carried unanimously. The final
4 meeting of the task force adjourned at 2:47 p.m.

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6 Respectfully submitted,

7
8 Julie Schmelzer

9 Village Administrator
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STAFF REPORT

Item 7.a. – TECHNOLOGY COMMITTEE

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

President Bell has proposed a Technology and Telecommunications Committee. The committee would develop a strategic plan for the village's technology and telecommunications.

This would be a standing committee, not a task force.

It would be comprised of three stakeholders, and all would be paid. There would be no requirement for a trustee to be on the committee.

RESOLUTION NO. 2025-020**CREATING A TECHNOLOGY AND TELECOMMUNICATIONS COMMITTEE**

WHEREAS, the Village of Sister Bay increasingly depends on digital systems and telecommunications infrastructure to conduct its essential operations and provide services to the public; and,

WHEREAS, effective planning and oversight of the Village's internal technology systems are necessary to ensure reliability, cybersecurity, cost-efficiency, and operational resilience; and,

WHEREAS, the Village seeks to eliminate single points of failure, reduce reliance on proprietary vendors where feasible, and promote prudent use of public funds in all technology and telecommunications decisions.

NOW, THEREFORE, BE IT RESOLVED, by the Village Board of the Village of Sister Bay, that a standing Technology and Telecommunications Committee (hereafter, "the Committee") is hereby established to advise the Village Board and administration on the planning, procurement, management, and strategic direction of internal municipal technology and telecommunications systems. Said committee to have three stakeholder members, and all members paid.

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

Passed and accepted this ____ day of _____, 2025.

Nate Bell, Village President

ATTEST:

Sue Clarke, Village Clerk

VOTE: Ayes _____ Nays _____

**STAFF REPORT****Item 7.b. – TECHNOLOGY COMMITTEE AMENDMENT TO BYLAWS**

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

When a new committee is created, or a change to the membership or purpose, the bylaws must be amended. Please see attached.

RESOLUTION NO. 2025-021

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, on July 15th the Board of Trustees created a Technology and Telecommunications Committee, which meant the Board and Committee Bylaws needed to be amended to reflect the addition of the new committee, its structure, and purpose.

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 to reflect the creation of a new committee as discussed at the July 15, 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 15th day of July, 2025.

Passed and adopted this _____ day of _____, 2025.

Nate Bell
Village President

ATTEST:

Sue Clarke, Village Clerk

VOTE: Ayes _____ Nays _____

**Village of Sister Bay
Board of Trustees Bylaws
For the Government of the Village Board**
(Amended ~~July 15~~May 20, 2025)

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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 when a quorum is needed to conduct business.

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 Citizens (Citizen terms are staggered 2 and 3 year terms)
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	5-9 Stakeholders, 3 being Trustees
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.)

Village of Sister Bay Board of Trustees Bylaws – Amended 7/5/1520/2025

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

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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, as 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 President, when serving in an ex-officio capacity, shall have voting privileges. A per diem shall be paid when the President is serving in the ex-officio capacity. Staff and certain committee members, as allowed in these bylaws, can also serve in an ex officio capacity; in such instances the ex-officio person serves the role of providing information and assistance, has no impact on quorum, has no voting privileges, and is not paid a per diem.

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.

Village of Sister Bay
Committee/Commission Bylaws and Rules
(Amended *July 15, 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, as 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 President, when serving in an ex-officio capacity, shall have voting privileges. A per diem shall be paid when the President is serving in the ex-officio capacity. Staff and certain committee members, as allowed in these bylaws, can also serve in an ex officio capacity; in such instances the ex-officio person serves the role of providing information and assistance, has no impact on quorum, has no voting privileges, and is not paid a per diem.

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 citizens and oversees the formulation of the annual budget for the Village of Sister Bay. The citizen members shall have two- and three-year staggered terms. 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 nine Village stakeholders, three members of which shall be 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.

Technology and Telecommunications Committee* *(A Standing Committee, all members paid)*

Created in 2025 via Resolution 2025-020 this committee is to develop a strategic plan for the village as to its technology and telecommunications infrastructure. The committee will meet as needed to review infrastructure needs and alignment with the strategic plan.

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 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 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 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 was awarded funding; if the grant was not awarded, the term 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, 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.

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.



STAFF REPORT

Item 8.a. - CONDITIONAL USE PERMIT – FAUERBACH COTTAGE ADDITION

Date: July 15, 2023

Board/Committee: Board of Trustees

Re: Proposal to Rent Sports Vehicles at Mobil One ('Slingshot' Rentals)

Author: Julie A. Schmelzer, Village Administrator

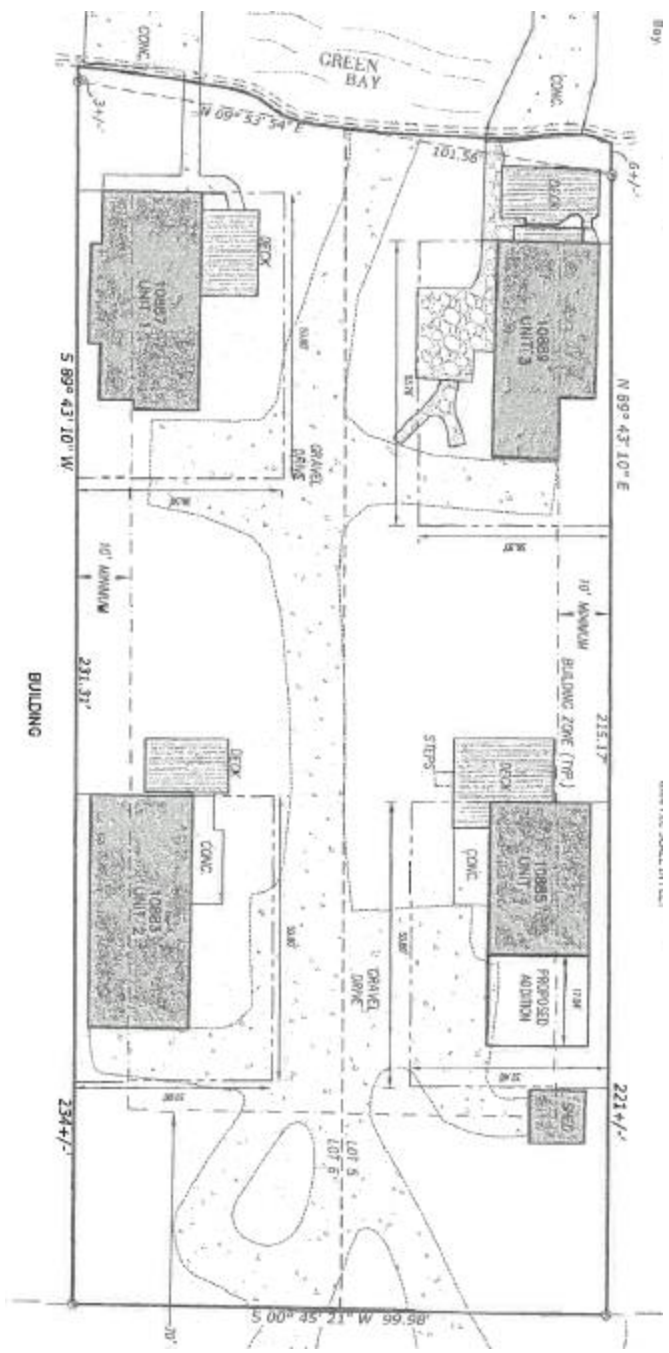
In most communities conditional use permits are approved at the Plan Commission level, but in Sister Bay they require Board approval. The following was recommended for issuance by the Plan Commission following a June 24, 2025, public hearing.

Karl Fauerbach owns a unit in an older cottage resort. The resort has four cottages and is located in a R-1 district, so the use is nonconforming ('multiple occupancy developments', aka, more than home on a lot, are not allowed in a R-1 district). He wishes to expand his unit, but the existing cottage and the proposed addition don't meet the 10' setback from the side lot line -- none of the units are 10' from the lot line. A few years ago one of the other units received approval to add onto their unit, much like Mr. Fauerbach proposes to do. (The unit previously approved is No. 10883, Unit 2, which is approximately the same size structure Mr. Fauerbach proposes.) A conditional use permit is required to proceed with the addition. Attached please find the building plan and site plan.

Condition(s) established by the Plan Commission:

1. If the shed is rebuilt, or relocated, or the vegetation thinned or removed so as to result in the shed being visible from the road, a permit be obtained; the condominium is to understand sheds are not allowed in front yards and cannot be rebuilt in the same location.

A simple motion is required to approve the permit with the conditions established.







STAFF REPORT

Item 8.b - HOFFMAN RENTALS

Date: July 15, 2025

Board/Committee: Village Board

Re: Hoffman Development on Chalet Lane

Author: Julie A. Schmelzer, Village Administrator

In 2022 Richard and Jeannie Hoffman were approved for an 11-unit hotel off Chalet Lane, a private road in a General Business (B-1) Zoning District. The use is considered a 'permitted use' and the Plan Commission and the Board ultimately approved the project. The owner did not sign the Development Agreement, and it has since expired. (It was not signed, in part, due to a requirement they improve the private road; codes have since changed which do not require the road work.)

The Hoffman's wish to develop the property with the project that was previously approved. The only change to the building plan is that a former exercise room will now serve as a manager's unit. All other aspects of the building design remain the same as previously approved.

Attached is the proposed new Development Agreement and addendums (plans).

DEVELOPMENT AGREEMENT
FOR VILLAGE OF SISTER BAY PARCEL NO. 181-00-06312844P
11 Unit Hotel to be located along Chalet Lane
(Property Owner: Hoffman Family's Investment Properties, LLC)

THIS AGREEMENT made this 15th day of July, 2025, between Hoffman Family's Investment Properties, LLC ("the Developer") and the Village of Sister Bay in the County of Door and the State of Wisconsin ("the Village").

WHEREAS, the Developer is the owner of Village of Sister Bay Parcel Nos. 181-00-06312844P, located along Chalet Lane ("the Property"); and,

WHEREAS, the Developer plans to build an 11-unit hotel with a manager's unit on the site ("the Development"); and,

WHEREAS, the Property is presently zoned B-1 (General Business), and the previously mentioned Development is allowed in that District; and,

WHEREAS, this Agreement is required in order to implement the Village's Zoning Ordinance; and,

WHEREAS, the Developer agrees to develop the Property as herein described in accord with this Agreement, the conditions established by the Village Plan Commission and Village Board, the conditions of certain agencies and individuals in the County, all Village Ordinances, and all laws and regulations governing said Development; and,

WHEREAS, the parties mutually desire to establish fair and reasonable terms, conditions and requirements established by the Village for development/change of use of the Property.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

AGREEMENT**SECTION 1. VILLAGE APPROVALS:**

1. The Developer agrees to construct an 11-unit hotel with a manager's unit, and make improvements to the site, as represented on the various attachments listed below as approved by the Plan Commission and the Village Board. If Village officials determine that the plans are not being complied with or determine that unpermitted modifications have been made to the building(s), after-the-fact permit fees will be imposed. If the modifications are not compliant with the provisions of the Zoning Code the Developer may be required to remove them. The Village acknowledges that the exact location of interior walls and room sizes may vary from the attached drawings, but changes that warrant additional parking will need Plan Commission approval. Further, if all improvements are not made by **July 15, 2027**, this Development Agreement shall be void and minimum assessed value payments (the equivalent of the Village portion of real estate taxes based upon the value of the structure delineated on the Zoning/Building Permit which would be assessed had the project been completed), will be required.
 - a) The site, parking, and landscaping plans, and dumpster location, all plans of which were reviewed at the March 18, 2025, meeting of the Plan Commission; and all approved at the July 15, 2025, meeting of the Village Board.
 - b) The building elevation drawings, and floor plan, as approved at the March 18, 2025, meeting of the Plan Commission; and all approved at the July 15, 2025, meeting of the Village Board.
 - c) The lighting plan as reviewed by the Plan Commission on March 18, 2025; revised at the April 22, 2025, meeting of the Plan Commission; with a pole height limitation imposed at the April 22, 2025 meeting of the Plan Commission, provided all light poles do not exceed a maximum height of 20' and no exterior light shall exceed 3000k.
 - d) Approved building materials and colors are per the plans reviewed and approved at the March 18, 2025, meeting of the Plan Commission and more specifically as follows:
 - i. Siding Type: Diamondkote "Smart Siding" – Color: "Terra Bronze" & Proline Stillwater Stone – Color: "Ledgestone"
 - ii. Balcony Material & Color(s): Pressure Treated Framing/Composite Decking & Railing
 - iii. Trim Material & Color(s): Diamondkote "Smart Siding" – Color: "Clay"
 - iv. Shingle Style & Color: Standard Asphalt Shingles
 - e) The private road, to the entrance to the hotel site, shall be an 18' wide asphalt road with white fog lines striped thereon.
 - f) 'No Parking' signs be erected along Chalet Lane, adjacent to the site, the width of the lot paralleling the road.
 - g) All trees exceeding six inches in diameter that are removed from the site of the building footprint, or necessary for removal during construction, must be replaced elsewhere on the site with trees at least three feet in height.
 - h) Prior to signing this Development Agreement, the Developer must submit a stormwater management plan approved by a Village approved engineer showing all surface water will be contained onsite and not result in adverse runoff going onto adjacent properties.
 - i) No approvals have been given for a sign. All signs must comply with Chapter 66 and require separate approvals.
 - j) The enclosure for the dumpster shall require a separate zoning permit.

SECTION 2. REPRESENTATIONS AND WARRANTIES OF THE DEVELOPER:

The Developer makes the following representations and warranties. The Village may rely upon those representations and warranties when entering into this and all other agreements with the Developer, and also may rely on them when granting approvals, permits and licenses for the Development:

1. The Developer represents a legally incorporated or organized company, duly organized and existing in good standing under the laws of the State of Wisconsin.
2. There are no lawsuits filed or pending, or to the knowledge of the Developer, threatened against the company that may in any way jeopardize or materially and adversely affect the ability to perform the obligations hereunder.
3. The Developer has, at this time, and will have so long as this Development Agreement continues in effect, project-financing commitments sufficient to provide available funds for the completion of the obligations under this Development Agreement.
4. The Developer represents that it will make an effort to seek bids from Door County contractors and building material suppliers to construct the improvements on the property and will appropriate bidding laws as governed by the State of Wisconsin.

SECTION 3. PROJECT PHASING:

1. The Developer acknowledges that the Zoning Permit is only valid for the period specified elsewhere in this Agreement (**July 15, 2027**).
2. The Developer acknowledges that the time period for a Building Permit is under the control of the Building Inspector.
3. The Developer acknowledges that the total Development will be completed by **July 15, 2027**.

SECTION 4. OCCUPANCY PERMITS:

It is expressly understood and agreed that no Occupancy Permits or Certificates of Compliance for the Development will be issued unless and until the Village has determined that:

- a) The terms of Sections 1, 2 and 3 of this Agreement have been satisfied. Notwithstanding the foregoing, the Village will grant and issue Occupancy Permits for the Development when completed.
- b) The Developer has paid all permit fees, impact fees, and connection fees in full and has reimbursed the Village for administrative costs as required and in effect at the time of this agreement.
- c) All destroyed trees, brush, tree trunks, shrubs and other natural growth and all rubbish are removed from the development and disposed of lawfully.
- d) The Developer is not in material default on any aspect of this Agreement.
- e) The site grading and construction of surface and storm water drainage facilities required to serve the development are completed, are connected with an operating system as required herein, are cleaned as needed, and have been accepted by the Village Board.

Hoffman Family's Investment Properties, LLC Development Agreement

- f) As a condition for issuance of Occupancy Permits all aspects of the Development must be in compliance with any and all applicable Fire and Building Codes, as well as all applicable Codes and regulations, including "as-builts".
- g) A Certificate of Compliance verifying compliance with this Development Agreement cannot be issued until the Developer has demonstrated compliance with this Agreement and the Zoning Code.

SECTION 5. PRIVATE AND PUBLIC IMPROVEMENTS:

It is the intent that the Developer will construct and dedicate to the Village the specifically itemized public improvements listed below, if applicable. If the Village were to require any additional public improvements at a later date, the cost of such improvements would be reimbursed to the Developer for 100% percent of such costs incurred, either directly or from the proceeds of a TIF.

A. PUBLIC STREETS/ROADS:

The Developer hereby agrees that:

1. Developer will be responsible for any damage to the public streets/roads utilized during site preparation and construction of the development. The Developer may choose to walk the affected streets or roads with the Village's Parks and Streets Director and videotape the street/road condition(s) to avoid dispute and potential litigation regarding the required street/road repair(s). It is the responsibility of the Developer to organize such walk. The Village reserves the right to designate which streets or roads shall be avoided during the land disturbance phase and during development.

B. SURFACE AND STORM WATER DRAINAGE:

The Developer hereby agrees that:

1. Prior to the start of construction of the Development, the Developer shall provide to the Village written certification from its Engineer that all surface and storm water drainage facilities and erosion control plans are in conformance with all federal, state, county and Village regulations, guidelines, specifications, laws and ordinances, and provide written proof that the Village's Engineer has reviewed and approved said plans. The cost of any review by the Village's Engineer shall be paid by the Developer.
2. The Developer agrees that the site grading and construction of surface and storm water drainage facilities for the Property must be completed and accepted by the Village before Occupancy Permits and Certificates of Compliance are issued. The Village will not accept the surface and storm water drainage system until the entire system is installed in accord with the previously mentioned plans and specifications, and the system meets the satisfaction of the Village Administrator, Parks and Streets Director, and the Village's Engineer.
3. The Village retains the right to require the Developer to install additional surface and storm water drainage measures if it is determined by the Village's Engineer that the original surface and storm water drainage plan as designed and/or constructed does not provide reasonable storm water drainage within the Development. Said additional measures shall be paid by the Developer.

C. GRADING, EROSION AND SILT CONTROL:

The Developer hereby agrees that:

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1. The Developer will cause all grading, excavation, open cuts, side slopes and other land surface disturbances to be seeded and mulched, sodded or otherwise protected in such fashion that erosion, siltation, sedimentation and washing are prevented in accord with the plans and specifications reviewed and approved by the Parks and Streets Director, Village's Engineer, Wisconsin Department of Transportation, the Wisconsin Department of Natural Resources, and the Army Corps of Engineers, if applicable.

D. LANDSCAPING AND SITE WORK:

The Developer hereby agrees that:

1. Developer will preserve to the maximum reasonable extent possible existing trees, shrubbery, vines, and grasses not actually lying on the public streets, drainage ways, building foundation sites, private driveways, soil absorption waste disposal areas, paths and trails by use of sound conservation practices.
2. The Developer will be required to remove and lawfully dispose of building foundation materials, if applicable, destroyed trees, brush, tree trunks, shrubs and other natural growth as well as all rubbish. The Village will require the Developer's contractor, who is responsible for the debris, to clean up the same and recycle all material or dispose of it at a local recycling facility. Specific construction debris which shall be recycled will include, but not be limited to lumber, aluminum, pallets, shingles and cardboard. **The Developer will have sole responsibility for cleaning up debris that has blown from the building(s) under construction. The Developer and/or subject contractor shall clean up the debris within four (4) hours after receiving a notice from the Village. If the notification is received after normal business hours, the Developer shall have until 10:00 AM the next business day to remove the debris, or within twelve (12) hours if the notice is provided on a weekend or holiday.** If, after notification, the debris is not cleaned up in the specified time period, the Village will do so at the Developer's and/or subject contractor's expense.
3. Landscaping, construction of rain gardens, if applicable, and removal of unwanted items must be completed and certified as complete by the Village prior to the time that an Occupancy Permit or Certificate of Compliance are issued. Any plants, trees or other screening vegetation required by the Development Agreement must also be maintained and replaced while this Development Agreement is in effect. No approved landscaping shall be removed unless replaced with equivalent plantings. If, due to weather conditions or unforeseen circumstances it will be impossible for the Developer to install the required landscaping within the designated time period, the Developer must request an extension from the Village Administrator. If an extension is requested, the Developer shall provide a sufficient amount of funds to cover the related costs. (In order to determine the sufficient amount of funds that will be required, the developer may submit an estimate from their landscaping company, which the Village Administrator will review for reasonableness, or the Village Administrator may present the previously mentioned landscaping plan to a representative of a Door County landscaping firm and request a written estimate for the required work.) The Developer will be provided a copy of the estimate as soon as it is available, and the required funds – the cost of the estimate plus a 10% contingency, will be held in an escrow account to be maintained by the Village for the express purpose of seeing that the required landscaping is completed in as timely a fashion as possible. Failure to complete the landscaping within the extended timeframe established by the Village Administrator shall be deemed a default of this Agreement and result in enforcement proceedings.

Hoffman Family's Investment Properties, LLC Development Agreement

4. The Village has the right to trim and remove any foliage which would interfere with the safe operation and maintenance of the Village rights-of-way, including easements and drainage ways.

E. SIGNAGE, STREET SIGNS AND TRAFFIC CONTROL SIGNS:

The Developer hereby agrees that:

1. Business-related signage is not part of this approval and must be applied for separately. Further, any representation of business signage on the approved plans is representative only and is not approved as part of this Agreement.
2. All traffic control signs and street signs, as required by the Village, will be installed within three (3) working days of the placement of the first lift of asphalt, if applicable.

F. WATER MAIN AND SANITARY SEWER MAIN SYSTEM:

The Developer hereby agrees that water main and sanitary sewer main system improvements shall be constructed in accord with the following specifications and are subject to approval by the Village's Engineer. In addition, prior to connecting to the Village sewer and water system, the Developer shall contact the Utilities Director, so the Village is aware of the pending connection schedule.

- a) The Village of Sister Bay Engineering Design Manual dated June 18, 2008, or as revised thereafter.
 - b) The Standard Specifications for Sewer and Water Construction in Wisconsin, Fifth Edition, March 1, 1988, as amended January 1, 1992, or as revised thereafter.
 - c) The Wisconsin Construction Site Best Management Practice Handbook for Erosion Control.
 - d) The State of Wisconsin, Department of Transportation Standard Specifications for Highway and Structure Construction, 1996 and supplemental specifications, or the most recent edition.
1. Prior to any further activity on the lot, the Developer shall enter into an agreement with the Village of Sister Bay Utilities Department and the Parks and Streets Department that pertains to the installation of off-site infrastructure (sewer, water, roadway) within the Village's right-of-way, if such infrastructure is necessary.
 2. A Sewer and Water Plan must be submitted to the Village's Utilities Department which shows where every water main and every sewer main as well as every service lateral is located, and that plan must also depict the designated water meter locations. The Developer must also provide calculations which depict WSFU's (Water Supply Fixture Units) and DFU's (Drainage Fixture Units) for each metered location in order to enable the Utilities Department personnel to determine the applicable Impact and hook-up fees. The Developer must also install and connect its sanitary and water connections to the Village's system in accord with the plans and specifications on file in the Village Administration Office.
 3. The Developer agrees to do all the public and private infrastructure construction in accord with the Village's various Codes, including but not limited to the Utility Code, the Land Division Code, and the Development Standards delineated on Exhibit B, which is attached to this document. Upon completion of all construction the Developer shall provide the Village with "as built" plans. The Developer agrees that all underground piping, regardless of type or location, shall be marked with locating wire according to accepted standards. The Developer agrees that all improvements within the public right-of-way or public easements will be inspected by Village Inspectors at the Developer's expense.

Hoffman Family's Investment Properties, LLC Development Agreement

4. The Developer understands that the Village cannot be held liable should any public infrastructure work be needed on-site to service the Property that could disrupt landscaping, parking, stairs, electrical, retaining walls or other improvements.

G. EXISTING INFRASTRUCTURE

The Developer is responsible for the replacement of any infrastructure that is removed or damaged. The extent of the required work will be determined by the Village Board.

H. ADDITIONAL IMPROVEMENTS:

The Developer hereby agrees that if, at any time after plan approval and during construction, the Village's Engineer reasonably determines that modifications to the plans, including additional improvements such as additional drainage ways, erosion control measures, and surface and storm water management measures are necessary in the interest of public safety, or in order to comply with current laws or implementation of the original intent of the improvement plans, the Village is authorized to order the Developer, at Developer's expense, to implement the same within the development area on the Property. If the Developer fails to construct the additional improvements within a reasonable time under the circumstances, the Village may cause such work to be carried out and will charge the Developer for the related costs.

SECTION 6. SITE SPECIFIC REQUIREMENTS (ALL MAY NOT BE APPLICABLE TO THIS PROJECT):

1. The Developer shall maintain continuous access around the building(s) and to any fire hydrants as required by the current Zoning Code and as directed by the Fire Department and Water Utility, and the Developer shall dedicate an easement for the water main(s) to the Village upon completion and acceptance of all required work. The Developer shall confirm the designated location of the main(s) and hydrants with the Sister Bay Water and Sewer Utility and the Sister Bay Liberty Grove Fire Department before installing any of that equipment. These approvals shall be obtained before any building construction starts, and the hydrant(s) shall be accepted and placed in service before any above ground building framing begins.
2. The Developer agrees to bury all electric, telephone and cable television lines from existing wooden poles or underground service to the building(s).
3. The propane tank shall be buried or screened from view with shrubbery. The tank and line locations must also be registered with Door County officials.
4. Per the approved plans, a dumpster(s) will be necessary for the Development. In accord with the Zoning Code, all dumpsters shall be screened from view from the public and serviced by an asphalt driveway or parking area within the parking lot. The location is as approved by the Plan Commission on March 18, 2025. A separate Zoning Permit is required for the fence.
5. As per the requirements of §66.0710(b) of the Zoning Code the Village agrees that the general contractor working on the Development will be allowed a temporary construction sign on the Property equal to 24 square feet per side.

SECTION 7. ACCEPTANCE OF WORK AND DEDICATION:

When the Developer has completed the improvements herein required and has dedicated the same to the Village as set forth herein, the same shall be accepted by the Village Board if the improvements have been completed as required by this Agreement and as required by all federal, state, county or Village

guidelines, specifications, regulations, laws and ordinances and have been approved by the Village's Engineer.

SECTION 8. APPROVAL BY VILLAGE NOT TO BE DEEMED A WAIVER:

The ultimate responsibility for the proper design and installation of streets, water facilities, drainage facilities, ditches, landscaping and all other improvements, if required by this Agreement, are upon the Developer. The fact that the Village or its Engineer, attorney, or its staff may approve a specific project shall not constitute a waiver or relieve the Developer from the ultimate responsibility for the design, performance and function of the Development and related infrastructure based on the conditions at the time of installation.

SECTION 9. SETBACK AGREEMENT: N.A.

SECTION 10. DEVELOPER'S GUARANTEES OF IMPROVEMENTS: N.A.

SECTION 11. VILLAGE RESPONSIBILITY FOR IMPROVEMENTS: N.A.

SECTION 12. RISK OF PROCEEDING WITH IMPROVEMENTS PRIOR TO APPROVALS OF A CERTIFIED SURVEY MAP: N.A.

SECTION 13. CONSTRUCTION PERIOD FINANCIAL GUARANTEE: N.A.

SECTION 14. NOISE, BLASTING AND HOURS OF OPERATIONS:

1. During the construction period the Developer shall make every effort to minimize noise, dust and similar disturbances. The project construction or demolition may only occur between the hours of 7:00 a.m. and 9:00 p.m. on weekdays and Saturdays, and 9:00 a.m. and 9:00 p.m. on Sundays. Grading, excavation, blasting, demolition, roadway construction or underground utility construction shall only occur between the hours of 8:00 a.m. and 9:00 p.m. on weekdays except in cases of urgent necessity in the interest of public health and safety, and all the provisions of Chapter SPS 307 of the Wisconsin Administrative Code shall be adhered to. If the Village Administrator determines that the public health and safety will not be impaired by these activities the Administrator may grant permission for such work to be done during other hours on application being made at the time the permit for the work is awarded or during the progress of the work.

SECTION 15. CONDITIONS OF ALL OBLIGATIONS OF THE PARTIES UNDER THIS DEVELOPMENT AGREEMENT:

As a condition to each and all of the covenants, agreements and other obligations of the Village under this Development Agreement, all of the following, in addition to all other requirements and conditions set forth in this Development Agreement must occur:

- a) All representations and warranties of the Developer set forth in this Development Agreement and in all agreements expressly referred to herein shall at all times be true, complete and correct;
- b) All covenants and obligations of the Developer under this Development Agreement must be duly and substantially performed, observed, satisfied and paid, when and as required herein;
- c) There must be no event of default;

- d) There must be no material adverse change in the financial condition of the Developer which might impair his ability to perform his obligations under this Development Agreement.

SECTION 16. DEFAULT/REMEDIES:

1. An event of default, hereafter referred to as "event of default", is any of the following:

- a) A failure by the Developer to cause substantial completion of the improvements or any part thereof to occur, pursuant to the terms, conditions and limitations of this Development Agreement; or a failure of either party to perform or observe any and all covenants, conditions, obligations or agreements on its part to be observed or performed when and as required under this Development Agreement within thirty (30) days of notice of the failure to the Developer;
- b) A failure by the Developer to pay any amount when and as due to the Village within ten (10) days of notice of such failure to the Developer;
- c) The Developer becomes insolvent or is the subject of bankruptcy, receivership or insolvency proceedings of any kind; or,
- d) The dissolution or liquidation of the Developer, or the commencement of any proceedings therefore.

2. Whenever an event of default occurs and is continuing, the non-breaching party may take any one or more of the following actions without waiving any rights or remedies available to it:

- a) Immediately suspend its performance under this Development Agreement from the time any notice of an event of default is given until it receives assurances from the breaching party deemed adequate by the non-breaching party, that the breaching party will cure its default and continue its due and punctual performance under this Development Agreement;
- b) Commence legal or administrative action, in law or in equity, which may appear necessary or desirable to enforce performance and observance of any obligation, agreement or covenant of the breaching party under this Development Agreement; or,
- c) Perform or have performed all necessary work in the event the non-breaching party determines that any event of default may pose an imminent threat to the public health or safety, without any requirement of any notice whatsoever.

3. No remedy or right conferred upon or reserved to a party in this Development Agreement is intended to be exclusive of any other remedy or remedies, but each and every such right and remedy shall be cumulative and shall be in addition to every other right and remedy given under this Development Agreement now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

4. In the event any warranty, covenant or agreement contained in this Development Agreement should be breached by a party and thereafter waived by the other, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

5. Whenever any event of default occurs and a party incurs attorney's fees, court costs and other such expenses for the collection of payments due or to become due or for the enforcement or performance or

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observance of any obligation or agreement on the part of the other herein contained, the prevailing party shall be reimbursed the actual attorney's fees, court costs and other such expenses incurred by such prevailing party.

SECTION 17. PERMITTED DELAYS: N.A.

SECTION 18. ADDITIONAL PROVISIONS:

1. All exhibits and other documents attached hereto or referred to herein are hereby incorporated into and shall become a part of this Development Agreement.

2. Nothing herein shall be construed or interpreted in any way to waive any obligation or requirement of the Developer to obtain all necessary approvals, licenses and permits from the Village in accord with its usual practices and procedures; including, without limitation, requiring the Developer to enter into a formal Development Agreement or similar document. Further, this Agreement will not limit or affect in any way the right and authority of the Village to approve or disapprove any and all plans and specifications, or any part thereof, or to impose any limitations, restrictions and requirements on the development, construction and/or use of the development as a condition of any such approval, license or permit.

3. Any notice required hereunder shall be given in writing, signed by the party giving notice, personally delivered or mailed by certified or registered mail, return receipt requested, to the parties' respective addresses as follows:

Village of Sister Bay
Attn. Village Administrator
P.O. Box 769
2383 Maple Drive
Sister Bay, WI 54234

Hoffman Family's Investment Properties, LLC
Attn. Richard Hoffman
2741 St Hwy 42
Sister Bay, WI 54234

SECTION 19. PAYMENT OF COSTS, INSPECTION & ADMINISTRATIVE FEES:

The Developer shall pay and reimburse the Village promptly upon billing for all fees, expenses, costs and disbursements which shall be incurred by the Village in connection with the development or relative to the construction, installation, dedication and acceptance of the improvements covered by this Agreement, including without limitation by reason of enumeration, design, engineering, review, supervision, inspection and legal, administrative and fiscal work. If the Developer and/or his attorney contact the Village Attorney and additional legal fees are incurred by the Village, the Developer will be billed for any and all of those fees. Further, if the Developer and/or his representative(s) contact Village staff members after regular office hours (between 4:00 p.m. and 7:00 a.m. Monday through Thursday, or between 4:00 p.m. Friday and 7:00 a.m. Monday), an additional charge of \$100.00 per call will be assessed. Any such charges not paid by the Developer within thirty (30) days of being invoiced may be assessed against the Property as a special charge pursuant to §66.0627 of the Wisconsin Statutes.

SECTION 20. GENERAL INDEMNITY:

The Developer will indemnify and hold harmless the Village, its governing body members, officers, and agents, including independent contractors, consultants and legal counsel, servants and employees thereof

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(hereafter, for purposes of this paragraph, collectively referred to as the "Indemnified Parties") against any loss or damage to property or any injury to or death of any person occurring at or about or resulting from any breach of any warranty, covenant or agreement of the Developer under this Development Agreement, and the development of the Property; provided that the foregoing indemnification shall not be effective for any willful acts of the Indemnified Parties. Except for any willful misrepresentation or any willful misconduct of the Indemnified Parties, the Developer will protect and defend the Indemnified Parties from any claim, demand, suit, action or other proceeding whatsoever by any person or entity whatsoever arising or purportedly arising from the action or inaction of the Developer (or other persons acting on its behalf or under its direction or control), under this Development Agreement, or the transactions contemplated hereby or the acquisition, construction, installation, ownership and operation of the Development Project and the Property.

☐ *Village to check if applicable:* All covenants, stipulations, promises, agreements and obligations of the Village contained herein shall be deemed to be covenants, stipulations, promises, agreements and obligations of the Village and not of any governing body, member, officer, agent, servant or employee or the Village.

SECTION 21. INSURANCE:

The Developer, his contractors, suppliers and any other individual working on the subject lands shall maintain at all times until the expiration of the guarantee period, insurance coverage in the forms and in the amounts as required by the Village. (Please refer to the *Liability Insurance Specifications for Construction Projects Schedule*, which is attached to this Development Agreement.)

Nothing contained within this Agreement is intended to be a waiver or estoppels of the contracting municipality or its insurer to rely upon the limitations, defenses, and immunities contained with Wisconsin law, including but not limited to, those contained within Wisconsin Statutes Section 893.80, Section 895.52 and Section 345.05. To the extent that indemnification is available and enforceable, neither the municipality nor its insurer shall be liable in indemnity or contribution for an amount greater than the limits of liability for municipal claims established by Wisconsin law.

If this is a private development no bonding requirements shall apply.

SECTION 22. EXCULPATION OF VILLAGE CORPORATE AUTHORITIES:

The parties mutually agree that the Village President and/or the Village Clerk will enter into and are signatory to this Agreement solely in their official capacity and not individually, and neither of them shall have any personal liability or responsibility hereunder. Any personal liability as may otherwise exist for the Village President and/or the Village Clerk with respect to the Development is hereby expressly released and/or waived.

SECTION 23. GENERAL CONDITIONS AND REGULATIONS:

All provisions of the Village Ordinances are incorporated herein by reference, and all such provisions shall bind the parties hereto and be a part of this Agreement as fully as if set forth at length herein. This Agreement and all work and improvements required hereunder shall be performed and carried out in strict accordance with and subject to the provisions of said Ordinances.

SECTION 24. ZONING:

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1 The Village does not guarantee or warrant that the subject lands of this Agreement will not at some later
2 date be rezoned, nor does the Village herewith agree to rezone the lands into a different zoning district.
3 It is further understood that any rezoning that may take place shall not void this Agreement.
4

5 **SECTION 25. COMPLIANCE WITH CODES AND STATUTES:**

6 The Developer shall comply with all current and future applicable Codes of the Village, County, State and
7 federal government and, further, Developer shall follow all current and future lawful orders of all duly
8 authorized employees and/or representatives of the Village, County, State or Federal Government.
9

10 **SECTION 26. AGREEMENT FOR THE BENEFIT OF PURCHASERS: N.A.**

11 .

12 **SECTION 27. ASSIGNMENT:**

13 The Developer shall not transfer, sell, or assign the Property or assign this Development Agreement or its
14 obligation hereunder without the express prior written consent of the Village until the Developer has fully
15 complied with its obligations under this Development Agreement. Any such consent requested of the
16 Village prior thereto may be withheld, conditioned or delayed for any reasonable reason. If assignment
17 does occur, the assignee must agree to all terms and conditions of this document in writing.
18

19 **SECTION 28. PARTIES BOUND:**

20 This Development Agreement shall be binding upon the parties hereto and their respective
21 representatives, successors and assigns, and any and all future owners of the Property or any portion
22 thereof, and their respective heirs, representatives, successors and assigns.
23

24 **SECTION 29. AMENDMENTS:**

25 The Village and the Developer, by mutual consent, may amend this Development Agreement at any
26 meeting of the Village Board. The Village Board shall not, however, consent to an amendment until after
27 first having received a recommendation that the amendment shall be made from the Village's Plan
28 Commission. If the Developer requests an amendment and the Village incurs related legal fees the
29 Developer shall be billed for those fees and said fees paid within thirty (30) days of the invoice. There
30 shall be a non-refundable courtesy review fee charged to the Developer for the Plan Commission to
31 consider the amendment.
32

33 **SECTION 30. DURATION:**

34 The Developer acknowledges that the requirements regarding the operation and maintenance of the
35 Development as fully described above shall continue and not expire unless the Property ceases to be used
36 for its intended purpose for a period of twelve (12) months; future use may require review by the Plan
37 Commission. The Developer acknowledges that the Village may from time to time establish new zoning,
38 utility, storm water and other requirements or standards that apply to similarly situated properties which,
39 if applicable, shall apply to this Development. The Developer may petition the Village Board to cancel or
40 eliminate the requirements of the Agreement. Prior to considering the petition, the Board shall ask the
41 Plan Commission to conduct a public hearing and make a recommendation regarding the petition. The
42 costs of the public hearing shall be the responsibility of the Developer. The Board may cancel the
43 Agreement if it determines that there is no further value or need for the Developer to comply with its
44 requirements.
45

46 *[Signature page to follow]*
47

Hoffman Family's Investment Properties, LLC Development Agreement

IN WITNESS WHEREOF, the Developer and the Village have caused this Agreement to be signed by their appropriate officers and their corporate seals to be hereunto affixed in three original counterparts the day and year first above written.

DEVELOPER

Hoffman Family's Investment Properties, LLC

By:

Richard Hoffman, Agent

STATE OF WISCONSIN)

) ss:

COUNTY OF _____)

Personally came before me this ____ day of _____, 20____, the above named RICHARD HOFFMAN, on behalf of Hoffman Family's Investment Properties, LLC, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public, State of WI

My commission expires: _____

VILLAGE OF SISTER BAY

By:

Nate Bell

Village President

Heidi Teich

Village Clerk

STATE OF WISCONSIN)

) ss:

COUNTY OF DOOR)

Personally came before me this ____ day of _____, 20____, the above named Nate Bell, Village President, of the above-named municipal corporation, to me known to be the person who executed the foregoing instrument and to me known to be the Village President of said municipal corporation, who acknowledged that they executed the foregoing instrument as such officer as the deed of said municipal corporation by its authority and pursuant to the authorization by the Village Board from their meeting on the ____ day of _____, 20____.

Notary Public, State of WI

My commission expires: _____

Approved As To Form:

Village Attorney

EXHIBIT A
PROPERTY DESCRIPTION

Village of Sister Bay Tax Parcel No. 181-00-06312844P
Property Address: Chalet Lane

Legal Description:

Parcel I: Lot Two (2) of Certified Survey Map No. 2986 recorded in Vol. 18 Certified Survey Maps, Page 138 as Doc. No. 793024 being a survey partly in the Southeast Quarter of the Southeast Quarter (SE 1/4 of the SE 1/4) of Section Six (6) and partly in the Northeast Quarter of the Northeast Quarter (NE 1/4 of the NE 1/4) of Section Seven (7), all in Township Thirty-one (31) North, Range Twenty-eight (28) East, in the Village of Sister Bay, Door County, Wisconsin.

Parcel IA: A non-exclusive easement for ingress and egress described as: A 22-foot-wide easement for ingress, egress and utilities as depicted on Certified Survey Map No. 2986 recorded in Vol. 18 Certified Survey Maps, Page 138 as Doc. No. 793024.

Parcel II: Lot One (1) of Certified Survey Map No. 2986 recorded in Vol. 18 Certified Survey Maps, Page 138 as Doc. No. 793024 being a survey partly in the Southeast Quarter of the Southeast Quarter (SE 1/4 of the SE 1/4) of Section Six (6) and partly in the Northeast Quarter of the Northeast Quarter (NE 1/4 of the NE 1/4) of Section Seven (7), all in Township Thirty-one (31) North, Range Twenty-eight (28) East, in the Village of Sister Bay, Door County, Wisconsin.

Parcel IIA: A non-exclusive easement for ingress and egress over a 22.00-foot-wide driveway extending from the Southeasterly corner of the above parcel in a Southerly direction to State Trunk Highway 42 as set forth in Vol. 137 Records, Page 290 as Doc. No. 311292 and set forth on Certified Survey Map No. 2986 recorded in Vol. 18 Certified Survey Maps, Page 138 as Doc. No. 793024.

EXHIBIT B
VILLAGE OF SISTER BAY DEVELOPMENT STANDARDS

1. INTRODUCTION

The detailed standards for the design and construction of all improvements required in this exhibit shall conform to the Village of Sister Bay Engineering Design Manual, adopted by the Board of Trustees and all future amendments thereof.

The Developer is responsible for seeing that the following requirements, improvements, and/or plans are prepared and must also satisfy the following conditions:

2. DEVELOPMENT GRADING AND DRAINAGE

- a) Required Improvements: Design, install, and provide grading of land as necessary to establish lot pads for future buildings, provide adequate drainage to prevent flooding, accept upstream runoff, and safely discharge runoff downstream to avoid property damage.
- b) Plans and Specifications:
 1. A Grading and Drainage Plan shall be prepared showing 2' contours for both existing and proposed condition and proposed finished yard grades.
 2. A System Plan showing all tributary areas to the proposed drainage and downstream analysis. Included on the System Plan shall be all proposed and existing drainage structures.
 3. A Building Grade Plan showing only minimum setback, offset dimensions, and proposed building grades.
 4. A Storm Water Management Plan which meets current Village storm water requirements along with the DNR Chapter 151 storm water requirements.
 5. An As-Built Grading Plan which certifies that all grading was performed in accord with the approved Grading and Drainage Plans. All grades shall be with +.3' of proposed grade. Certification shall be performed after topsoil installation. The plan shall be prepared by a consulting engineer, selected by and reimbursed by the Developer.
- c) Prior to the installation of any public improvements, the Developer shall perform rough grading, including planned street areas and drainage swales.
- d) Establish permanent vegetative cover on all exposed soil by applying topsoil, seeding, and mulching to prevent erosion. A permanent lawn shall be established for each building within one year after the issuance of the Occupancy Permit.
- e) The Developer, at his expense, shall provide detailed soil analysis and compaction results prepared by a competent Soils Engineer for all areas requiring fill. The results shall be submitted to the Village Engineer as soon as they are available.
- f) The Developer is responsible for restoring all damage to finish grades and vegetative cover caused, but not restored by, utility companies.

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g) If soil borings determine that the existing soil material on site is unsuitable for structural areas such as road or building construction, the Developer shall remove the material and replace it with approved engineered fill.

h) After site grading is completed, the Developer shall place 3" of topsoil on all exposed soil and seed, fertilize, and mulch it.

3. STORM DRAINAGE SYSTEM

a) Required Improvements: Design, install, and provide a complete storm drainage system, including culverts, curb and gutter, storm sewer and/or open ditches as required to adequately convey surface water from and through the development.

b) Plans and Specifications:

1. Storm Sewer Plans showing plan and profile views.

2. Storm sewer calculations in compliance with the Department of Natural Resources NR 151 requirements.

3. Storm Sewer System Plan updates.

c) Additional considerations will be required on all ditch slopes exceeding five percent. All areas within drainage easements shall have a minimum of a one percent slope. Ditch slopes with less than one percent will require storm sewer.

d) The permanent maintenance of the storm water detention facility shall be the responsibility of the Developer.

e) The permanent maintenance of all drainage swales shall be vested with the Developer.

4. EROSION AND RUN-OFF CONTROL

a) Required Improvements: Installation and construction of Best Management Practices in the proposed development that shall conform with the most current edition of the Wisconsin Department of Natural Resources publication, "Wisconsin Construction Site Best Management Practice Handbook."

b) Plans and Specifications: Control plan for land-disturbing activities showing existing contours at least 200' into adjacent parcels. This plan will show locations and dimensions of all construction site management measures to control erosion and sedimentation.

c) Erosion Control: The Developer shall not commence land-disturbing activities until all erosion control measures are installed and approved by the Village. An Erosion Control Permit must be obtained, which requires the Developer to construct and maintain such measures in conformance with the Village's erosion control ordinance.

d) Vegetation: Both during and after construction, the surface of exposed bare soils shall be protected by mulches and perennial grasses. This does not apply to the immediate building site area as there could be people and equipment working in and around the perimeter of a new structure.

5. SANITARY SEWER

- a) Required Improvements: Design, install, and provide a complete sanitary sewer system designed to meet the ultimate needs of this development and all tributary areas, in accord with the Village's Sanitary Sewer System Plan with rules, regulations and procedures of the Village, and the State of Wisconsin Department of Natural Resources.
- b) Plans and Specifications:
 - 1. Sanitary Sewer Plans, specifications, design calculations, and copies of all easements.
 - 2. The Developer is to furnish as-built plans of the entire system on Mylar, including location and elevation of laterals to mains.
 - 3. Sanitary sewer system plan updates.
 - 4. All reports required by the State of Wisconsin.
 - 5. Separate sanitary sewer easements, where appropriate, shown on the plat.
- c) Installation of one sanitary sewer lateral from the sanitary sewer main to the property line for each proposed building.

6. WATER

- a) Required Improvements: Design, install, and provide a complete water distribution system designed to meet the ultimate needs of this development and all tributary areas, in accord with the Village's Water Main System Plan and the rules, regulations, and procedures of the Village and the State of Wisconsin Department of Natural Resources.
- b) Plans and Specifications:
 - 1. Water Main Plans, specifications, design calculations, and copies of all Easements.
 - 2. The Developer shall furnish as-built plans of the entire system on Mylar, including hydrant and valve locations, and the location and elevation of laterals to the lot lines.
 - 3. Separate water main easements for each parcel, where appropriate, recorded on the plat.
- c) Upon completion, furnish and provide to the Village a complete summary of the actual construction costs for water distribution, itemized in sufficient detail to satisfy the requirements of the Public Service Commission of the State of Wisconsin in establishing or revising a rate base.
- d) Installation of one water lateral from the water main to the property line, for each proposed building.
- e) Provide hydrant marker flags for each installed fire hydrant.

1 7. **STREETS (IF APPLICABLE)**

- 2 a) Required Improvements: A 22-foot paved asphalt pavement. The pavement section shall be
3 comprised of an 8" crushed stone base, pavement edge drains, 1½" asphalt binder course
4 and a 1½" layer of asphalt surface course.
5
6 b) Plans and Specifications:
7 1. Street plans, including plan and profile view, road cross-section and specifications.
8
9 2. Pavement design calculations.
10
11 3. Proposed established street grade drawing.
12
13 c) The initial binder course shall be installed prior to approval of the first Occupancy Permit,
14 and the final surface course shall be installed at such time as homes representing 90% of the
15 units are issued Occupancy Permits, or as directed by the Village. Surface course shall be laid
16 no later than one year after 90% occupancy.
17
18 d) Clean-up, repairs, and restoration of all pavement, sub grade, shoulder, or curb and gutter
19 defects shall be performed prior to the placement of the final asphalt surface course.
20
21 e) If directed by the Village Engineer, soil borings shall be taken within the roadway at sufficient
22 intervals to determine sub-base composition. If material is determined unsuitable for a stable
23 road base, the material shall be removed and replaced with material approved by the Village
24 Engineer.
25
26 f) The Developer shall repair all damage to Village streets caused by construction operations.
27
28 g) Developer shall arrange for installation of approved street signs.
29
30 h) Provide Class III barricades at all dead-end streets.
31

32 8. **MISCELLANEOUS**

33 The term "the Developer" as used in the context of these deed restrictions shall mean the
34 Developer, his heirs, personal representatives, successors and assigns.
35

36 The Developer:

- 37 a) Will be responsible for preserving existing trees, brush, or shrubs, not approved for removal.
38 If unauthorized removal occurs, landscaping will be replaced at the Developer's expense.
39
40 b) Shall acquire all required underground utility easements. All sanitary, drainage, and other
41 public utility easements must be shown on the Certified Survey Map or Plat for the property
42 which is the subject of this Development Agreement, if a new Certified Survey Map or Plat is
43 proposed. If required easements are omitted, or errors are detected on the Plat, the
44 Developer shall make all necessary modifications to the plat at his expense.
45
46 c) Must see that all electric, telephone and cable television service lines are installed
47 underground.
48

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- d) See that a copy of the approved Grading Plans referred to in the Development Agreement is on file at the office of the Village's Engineer.
- e) Must obtain all applicable permits from the Village and/or the State of Wisconsin before any type of improvements are installed on the public street right-of-way (walks, drives, sprinkler systems, etc.).
- f) Shall provide certification from a registered land surveyor or professional engineer that the final grade along all lot lines, in the invert of all drainage swales, building pads, and at other critical locations as determined by the Village Engineer, complies with the approved Grading Plan. Such certification shall be on a plan copy with the elevations as existing so indicated. All such elevations shall be within plus or minus 0.3 feet of the accepted grading plan elevations. If not in compliance, appropriate regrading shall be performed.
- g) Must see that a driveway approach which complies with the provisions of Chapter 66 of the Sister Bay Municipal Code is installed to service the parcel which is the subject of this Development Agreement prior to issuance of the Occupancy Permit. It shall be the responsibility of the Developer to ensure the approach has been completed prior to occupancy. A Driveway Permit from the Village is required for this construction.

9. SPECIFICATIONS

The improvements shall be constructed in accord with the following specifications.

- a) The most recent edition of the Village of Sister Bay Engineering Design Manual.
- b) Standard Specifications for Sewer and Water Construction in Wisconsin, Fifth Edition, March 1, 1988, and as amended January 1, 1992.
- c) The Wisconsin Construction Site Best Management Practice Handbook for Erosion Control.
- d) State of Wisconsin, Department of Transportation Standard Specifications for Highway and Structure Construction, 1996 and supplemental specifications.

10. SPECIAL PROVISIONS

The development process shall strictly conform to the conditions set forth in this Development Agreement. Request for final plat approval is subject to the Village Engineer's certification that all public improvements required to be installed are satisfactorily completed.

Approved by:

Utilities Director

Date

EXHIBIT C
VILLAGE OF SISTER BAY LIABILITY INSURANCE SPECIFICATIONS
FOR CONSTRUCTION PROJECTS

I. INSURANCE REQUIREMENTS FOR ARCHITECTS, CONSULTING ENGINEERS AND DESIGN/BUILD CONTRACTORS WORKING ON ANY AND ALL VILLAGE INFRASTRUCTURE:

A. Minimum Scope and Limits

1. Architects, Consulting Engineers and Design/Build Contractors Errors & Omissions Liability Coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance shall be maintained for at least two years after completion of the project.
2. Commercial General Liability Coverage together with excess or umbrella liability with limits of no less than the following:
 - a) Each Occurrence Limit \$2,000,000
 - b) General aggregate limit (Other than Products – Completed Operations)
Per Project \$5,000,000
 - c) Products – Completed Operations Aggregate
Per Project \$5,000,000
 - d) Personal and Advertising Injury Limit Aggregate \$5,000,000
3. Automobile Liability together with excess or umbrella coverage with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1 – Any Auto basis.
4. Workers' Compensation as required by the State of Wisconsin, and Employers Liability insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.
5. See requirements under Section II for Design/Build Contractors and Section IV for Architects, Consulting Engineers and Design/Build Contractors and General Contractors.

II. INSURANCE REQUIREMENTS FOR GENERAL CONTRACTORS AND DESIGN/BUILD CONTRACTORS – LIABILITY & PROPERTY

A. Commercial General Liability Coverage together with excess or umbrella liability policies including coverage for Products Liability, Completed Operations, Contractual Liability and XCU coverage with the following minimum limits:

1. Each Occurrence Limit \$2,000,000
2. General Aggregate Limit (Other Than Products - Completed Operations)
Per Project \$5,000,000
3. Products – Completed Operations Aggregate - Per Project \$5,000,000
4. Personal and Advertising Injury \$5,000,000

Hoffman Family's Investment Properties, LLC Development Agreement

B. Automobile Liability Coverage together with excess or umbrella liability policies with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1 – Any Auto basis.

C. Workers' Compensation as required by the State of Wisconsin, and Employers Liability Insurance with sufficient limits to meet underlying excess or Umbrella Liability Insurance requirements.

D. Aircraft Liability and Watercraft Liability. If the project work includes the use of, or operation of, any aircraft or watercraft, then Aircraft, Helicopter and Watercraft Liability Insurance must be in force with a limit of \$2,000,000 per occurrence for bodily injury and property damage.

E. Pollution Liability. \$1,000,000 each occurrence/aggregate.

F. Property Coverage. (To be provided by Contractors & Design/Build Contractors)

1. The Contractor shall determine the amount of perils coverage and what policy form is necessary to complete the project, should a loss of any type occur, and that coverage must also meet the requirements of the Contractor's performance bonding company.

2. The covered property will include property in transit, property stored on the project work sites, and property stored off the project work sites.

3. The municipality, architect, engineer and subcontractors shall be added as loss payees to the policy.

G. Bond Requirements, if applicable.

1. Bid Bond. The contractor will provide to the owner a Bid Bond, which will accompany the bid for the project. The Bid Bond shall be equal to Five Percent (5%) of the contract bid.

2. Payment and Performance Bond. If awarded the contract, the contractor will provide to the owner a Payment and Performance Bond in the amount of contract price, covering faithful performance of the contract and payment of obligations arising thereunder as stipulated in the bidding requirements or specifically required in the contract documents on the date of the contract's execution.

3. Acceptability of Bonding Company. The Bid, Payment and Performance Bonds shall be placed with a bonding company with a *Best Insurance Reports* rating of no less than "A" and a Financial Size Category of no less than "Class V".

H. See requirements under Section IV.

III. INSURANCE REQUIREMENTS FOR SUB-CONTRACTORS

A. All sub-contractors shall be required to obtain at least Commercial General Liability, Automobile Liability, Workers' Compensation, and Employers' Liability Insurance. The insurance coverages shall be as broad as those noted for Contractor requirements contained in Section II above.

1 **IV. APPLICABLE TO ARCHITECTS, CONSULTING, ENGINEERS, GENERAL CONTRACTORS &**
2 **DESIGN/BUILD CONTRACTORS**
3

4 A. Acceptability of Insurers. Insurance shall be placed with insurers who have a *Best's Insurance*
5 *Reports* rating of no less than A and a Financial Size Category of no less than Class VI, and who are
6 authorized as an admitted insurance company in the State of Wisconsin.

7
8 B. Certificates of Insurance and Additional Insured Policy Endorsements acceptable to the
9 municipality shall be submitted prior to commencement of the work.
10
11



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(920) 498-9300 FAX (920) 498-3033
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DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:
20-1512
SISTER BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION

THIS DRAWING IS TO BE USED FOR VERIFICATION ONLY. IT IS NOT TO BE USED FOR CONSTRUCTION. ANY CHANGES TO THE DRAWING SHALL BE MADE BY THE ARCHITECT. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED. THE ARCHITECT SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED.

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COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 20-1512
PROJECT EXECUTIVE: BRIAN PETERS
DRAWN BY: CMP
DATE: 04/21/2022
REVISIONS:

ISSUED FOR: CHECKED DATE:
☐ PRELIMINARY BY:
☒ BID SET
☐ DESIGN REVIEW
☐ CHECKSET
☐ CONSTRUCTION

EXTERIOR VIEW

A2.2





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DESIGN & BUILD GENERAL CONTRACTOR



EXTERIOR FINISHES

	SIDING DIAMONDKOTE "TERRA BRONZE"
	TRIM DIAMONDKOTE "CLAY"
	STONE PROLINE "STILLWATER LEDGESTONE"

1 /A2.1 SOUTH ELEVATION 3/16" = 1'-0"



2 /A2.1 WEST ELEVATION 3/16" = 1'-0"

PROPOSED BUILDING FOR:

20-1512

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION

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JOB NUMBER: 20-1512

PROJECT
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP
DATE: 04/21/2022

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ISSUED FOR: CHECKED DATE:
BY:

- ☐ PRELIMINARY
- ☒ BID SET
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EXTERIOR ELEVATIONS

A2.1

PROPOSED BUILDING FOR:
20-1512
SISTER BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION
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ELEMENTS IS THE DESIGN IN THESE PLANS WHICH PROTECTION,
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OR ANY OTHER MEANS OF REPRODUCTION, OR ANY OTHER MEANS OF REPRODUCTION.

OB NUMBER: 20-1512

PROJECT: POLYMER LETTERS

DRAWN BY: CMP

DATE: 04/21/2022

REVISIONS:

ISSUED FOR: CHECKED DATE BY:

☐ PRELIMINARY

PRELIMINARY

☒ BID SET

DESIGN REVIEW 1

☐ CHECK SET

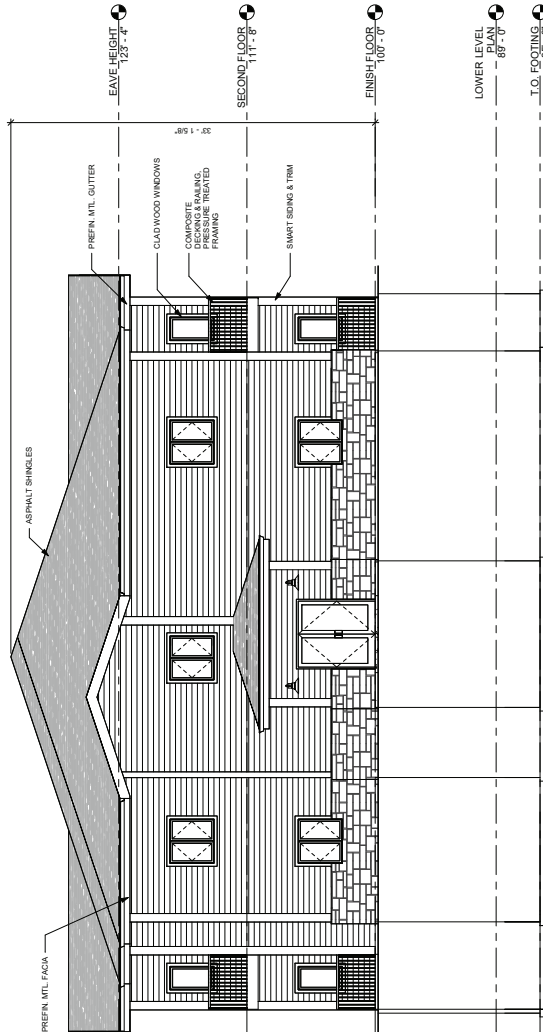
CONSTRUCTION

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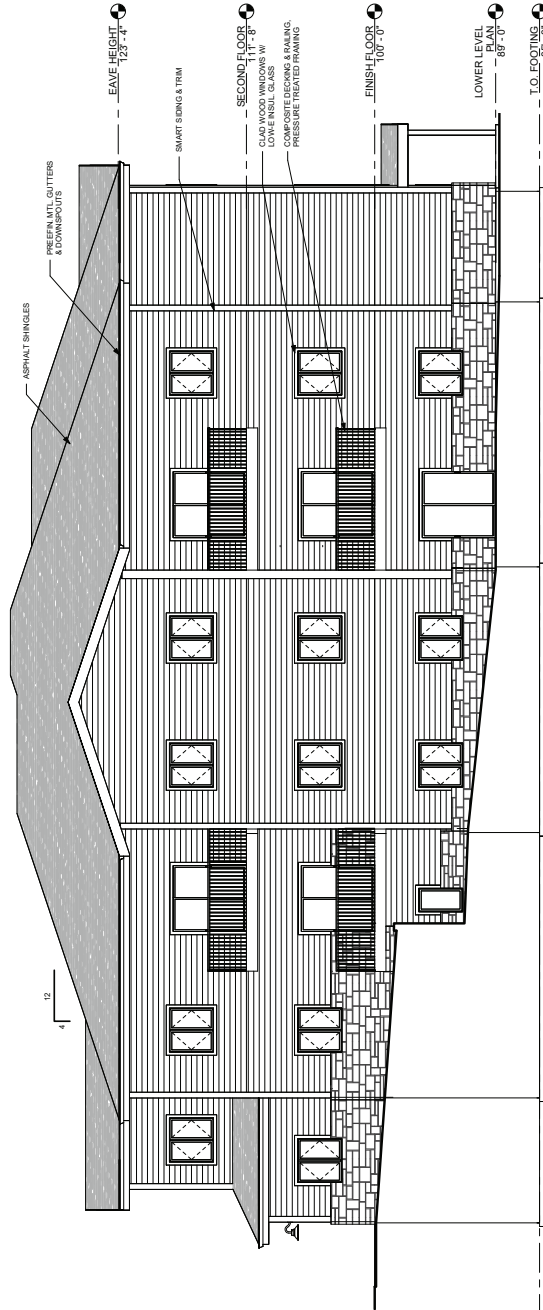
EXTERIOR ELEVATIONS

A2.0

2 / A2.0 NORTH ELEVATION 3/16" = 1'-0"



11 / A2.0 EAST ELEVATION 3/16" = 1'-0"



2 / A2.0 NORTH ELEVATION 3/16" = 1'-0"

DOOR SCHEDULE KEY					
DOOR FINISH		FRAME TYPE		DOOR HARDWARE KEY	
KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
A	HOLLOW METAL	1	HOLLOW METAL	1	ENTRY LEVERSET
B	WIDE STILE ALUM. FULL GLASS	2	ALUMINUM	2	PASSAGE LEVERSET
C	STAINLESS STEEL	3	STAINLESS STEEL	3	STORAGE LEVERSET
D	FIBERGLASS	4	FIBERGLASS	4	PRIVACY LEVERSET
E	PLYCO #82 w/ THERMAL BREAK	5	WOOD w/ 3" TRIM	5	EXIT ONLY LOCK
F	PLYCO #88	6	TIMELY STEEL	6	CLOSER
G	SOLID WOOD CORE			7	WALL STOP
H	RAISED PANEL WOOD			8	OVERHEAD STOP
I	FRENCH STYLE WOOD				
J	CLAD PATIO DOORS				
WINDOW		FIRE RATING			
KEY	DESCRIPTION	KEY	DESCRIPTION		
W-1	6" x 36"	F-1	20-MINUTES		
W-2	22" x 36"	F-2	60-MINUTES		
W-3	FULL VIEW	F-3	90-MINUTES		
W-4	9 LITE (PLYCO ONLY)	F-4	3 OR 4-HOUR		

COMMON SPACE DOOR SCHEDULE									
Number	Width	Height	Door Type	Window	Frame Type	Hardware	Fire Rating		
001.1	3'-0"	7'-0"	G	N/A	5	2.6,7.11	3/4-HR		
003.1	6'-0"	7'-0"	G	N/A	5	3.7.9	N/A		
004.1	3'-0"	7'-0"	G	W-3	5	3.7	N/A		
006.1	3'-0"	7'-0"	G	N/A	5	2.6,7.11	N/A		
008.1	3'-0"	7'-0"	G	W-1	5	3.7	N/A		
010.1	3'-0"	7'-0"	G	N/A	5	2.6,7.11	3/4-HR		
010.2	3'-0"	7'-0"	B	W-3	2	1.6,10.15	N/A		
100.1	3'-0"	7'-0"	B	W-3	5	1.6,10.15	N/A		
100.2	3'-0"	7'-0"	G	N/A	5	2.6,7.11	3/4-HR		
101.1	3'-0"	7'-0"	G	W-1	5	2.6,7.11	N/A		
101.2	3'-0"	7'-0"	G	N/A	5	2.6,7.11	N/A		
200.1	3'-0"	7'-0"	G	N/A	5	2.6,7.11	3/4-HR		
201.1	3'-0"	7'-0"	G	W-1	5	2.6,7.11	N/A		
201.2	3'-0"	7'-0"	G	N/A	5	2.6,7.11	3/4-HR		

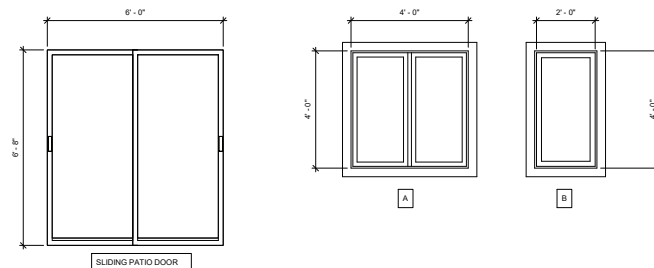
UNIT DOOR SCHEDULE									
Number	Width	Height	Door Type	Window	Frame Type	Hardware	Fire Rating		
01.1	3'-0"	7'-0"	G	N/A	5	1.6,7.15	3/4-HR		
01.2	6'-0"	6'-8"	J	W-3	5	SEE NOTES	N/A	EXTERIOR SLIDING HARDWARE	
02.1	3'-0"	7'-0"	H	N/A	5	1.7	N/A		
02.2	5'-0"	7'-0"	H	N/A	5	SEE NOTES	N/A	BIFOLD HARDWARE	
03.1	2'-8"	7'-0"	H	N/A	5	1.7	N/A		
04.1	3'-0"	7'-0"	H	N/A	5	1.7	N/A		
04.2	5'-0"	7'-0"	H	N/A	5	SEE NOTES	N/A	SLIDING HARDWARE	
05.1	3'-0"	7'-0"	H	N/A	5	1.7	N/A		

ROOM FINISH SCHEDULE KEY							
FLOORING		WALL BASE		WALLS		CEILING	
KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION	KEY	DESCRIPTION
F-1	COMMERCIAL CARPET	B-1	4" VINYL	W-1	PAINTED DRYWALL - LIGHT SKIP TROWEL - ORANGE	C-1	PAINTED DRYWALL - LIGHT SKIP TROWEL - ORANGE
F-2	RESIDENTIAL CARPET w/ PAD	B-2	6" VINYL	W-2	PEEL - SMOOTH LEVEL 4	C-2	PAINTED PEEL - SMOOTH LEVEL 4
F-3	QUARRY TILE	B-3	QUARRY TILE	W-3	PAINTED PLASTER	C-3	2X2 USG VINYL COVERED SHEETROCK
F-4	CERAMIC TILE	B-4	CERAMIC	W-4	WALL COVERING (VINYL WALL COVERINGS)	C-3	2X4 USG VINYL COVERED SHEETROCK
F-5	V.C. TILE	B-5	CARPET	W-4	PAINTED BLOCK	C-4	2X4 USG VINYL COVERED SHEETROCK
F-6	EPOXY	B-6	3" WOOD - MAPLE	W-5	CERAMIC TILE (4x4)	C-5	2x2 FLAT ACOUSTICAL TILES
F-7	ACRYLIC	B-7	EPOXY COVE	W-6	WOOD WAINSCOT	C-6	2x4 ACOUSTICAL TILES
F-8	EXPOSED CONCRETE	B-8	EXISTING	W-7	SMOOTH FRP ON 1/2" OSB	C-7	2x4 STANDARD REVEALED EDGE
F-9	QUARTZ EPOXY	B-9		W-8	SMOOTH FRP ON 1/2" GYPSUM	C-8	2x4 STANDARD REVEALED EDGE
F-10	CERAMIC TILE UPGRADE			W-9	TEXTURED FRP ON 1/2" GYPSUM	C-9	EXPOSED STRUCTURE
F-11	COMMERCIAL SHEET VINYL			W-10	AC PLYWOOD #1 - (FEW PLUGS, NOT SANDED)	C-10	SMOOTH FRP ON 1/2" OSB / GYPSUM
F-12	HARDWOOD FLOORING			W-11	EXISTING / (PAINT EXISTING)	C-11	20-GAUGE WHITE LINER
F-13	COM NLAD			W-12	U LAY PLYWOOD #3 - (LOTS OF PLUGS, NOT SANDED)	C-12	T&G SMOOTH PVC LINER
F-14	LVT / LVP			W-13	OSB SHEETING	C-13	CORRUGATED PVC LINER
F-15	HARDWOOD			W-14	2x4-CA WHITE LINER	C-14	2x2 USG 8884-MARS HEALTHCARE
F-16	RUBBER TREADS AND BACKSLASH			W-15	EXPOSED STRUCTURE	C-15	2x4 8884-MARS HEALTHCARE
F-17	EXISTING			W-16	STAY IN PLACE PVC UNIFORM PLASTIC CONC. FILLED FORMS	C-16	2x2 USG707-GLACIER OR EQUAL
F-18	EXISTING			W-17	T&G SMOOTH PVC LINER w/ 1/2" EXTERIOR PLYWD. BACKER	C-17	EXISTING / (PAINT EXISTING)
F-50				W-18	PVC CORRUGATED WALL PANEL		
				W-50			

COMMON SPACE ROOM SCHEDULE											
Room	Name	Floor Finish	Base Finish	Wall Finish				Sheetrock Height	Ceiling		Comments
				North	East	South	West		Finish	Height	
001	STAR #1	F-14	B-1	W-1	W-1	W-1	W-1	CLNG	C-1	10'-0"	
002	ELEVATOR LOBBY	F-14	B-1	W-1	W-1	W-1	W-1	CLNG	C-1	10'-0"	
003	ELEC. CLOSET	F-8	B-1	W-4	W-4	W-1	W-1	CLNG	C-1	10'-0"	
004	OFFICE	F-1	B-1	W-1	W-1	W-1	W-1	CLNG	C-1	10'-0"	
005	STORAGE	F-8	B-1	W-4	W-4	W-1	W-1	CLNG	C-1	10'-0"	
006	CORRIDOR	F-1	B-1	W-1	W-1	W-1	W-1	CLNG	C-1	10'-0"	
008	FITNESS ROOM	F-14	B-1	W-1	W-1	W-1	W-1	CLNG	C-1	10'-0"	
100	LOBBY	F-14	B-1	W-1	W-1	W-1	W-1	CLNG	C-1	10'-0"	
101	CORRIDOR	F-1	B-1	W-1	W-1	W-1	W-1	CLNG	C-1	8'-6"	
200	ELEVATOR LOBBY	F-14	B-1	W-1	W-1	W-1	W-1	CLNG	C-1	10'-0"	
201	CORRIDOR	F-1	B-1	W-1	W-1	W-1	W-1	CLNG	C-1	8'-6"	

UNIT ROOM SCHEDULE											
Room	Name	Floor Finish	Base Finish	Wall Finish				Sheetrock Height	Ceiling		Comments
				North	East	South	West		Finish	Height	
01	LIVING KITCHEN	F-14	B-6	W-1	W-1	W-1	W-1	CLNG	C-1	10'-0"	
02	BEDROOM	F-2	B-6	W-1	W-1	W-1	W-1	CLNG	C-1	9'-0"	
03	BATHROOM	F-4	B-4	W-1	W-1	W-1	W-1	CLNG	C-1	9'-0"	
04	BEDROOM	F-2	B-6	W-1	W-1	W-1	W-1	CLNG	C-1	9'-0"	
05	BATHROOM	F-4	B-4	W-1	W-1	W-1	W-1	CLNG	C-1	9'-0"	

NOTE: UNITS 102, 103, 104, & 105 TO BE UNFINISHED - INSTALL DRYWALL WITH LEVEL 2 FINISH ONLY.



DOOR/WINDOW LEGEND 1/2" = 1'-0"

BAYLAND

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DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:

20-1512

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION

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JOB NUMBER: 20-1512

PROJECT EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP

DATE: 04/21/2022

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ISSUED FOR: CHECKED DATE:

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ROOM / DOOR SCHEDULES

A6.0



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JOB NUMBER: 20-1512

PROJECT
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP / AGS

DATE: 02/19/2025

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LOWER LEVEL PLAN

A1.0



1 / A1.0 LOWER LEVEL PLAN 1/4" = 1'-0"





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DESIGN & BUILD GENERAL CONTRACTOR

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

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20-1512

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PROJECT
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP / AGS

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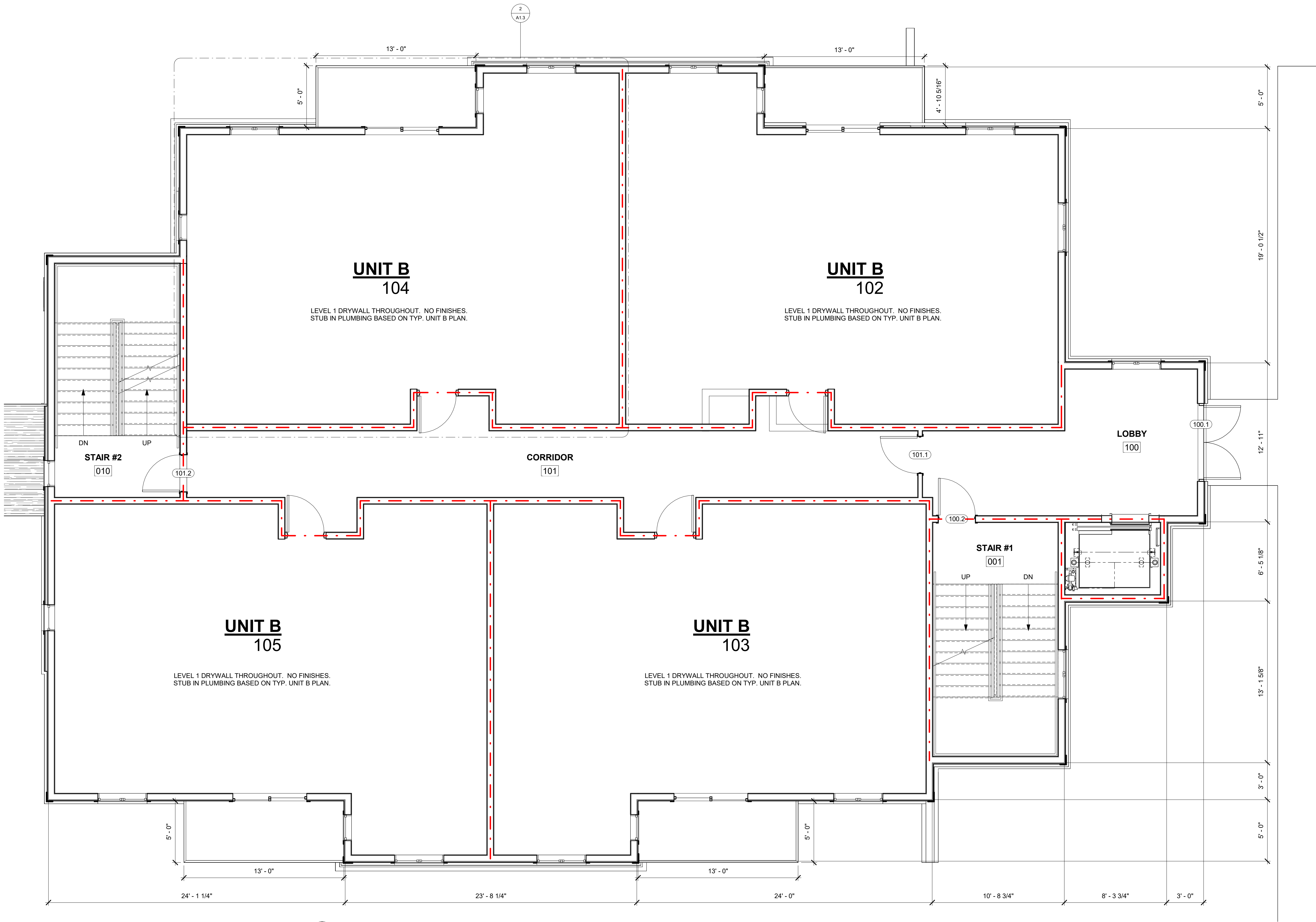
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BY:

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- ☐ BID SET
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FIRST FLOOR PLAN

A1.1



1 /A1.1 FIRST FLOOR PLAN 1/4" = 1'-0"





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DESIGN & BUILD GENERAL CONTRACTOR

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

PROPOSED BUILDING FOR:

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EXECUTIVE: BRIAN PETERS

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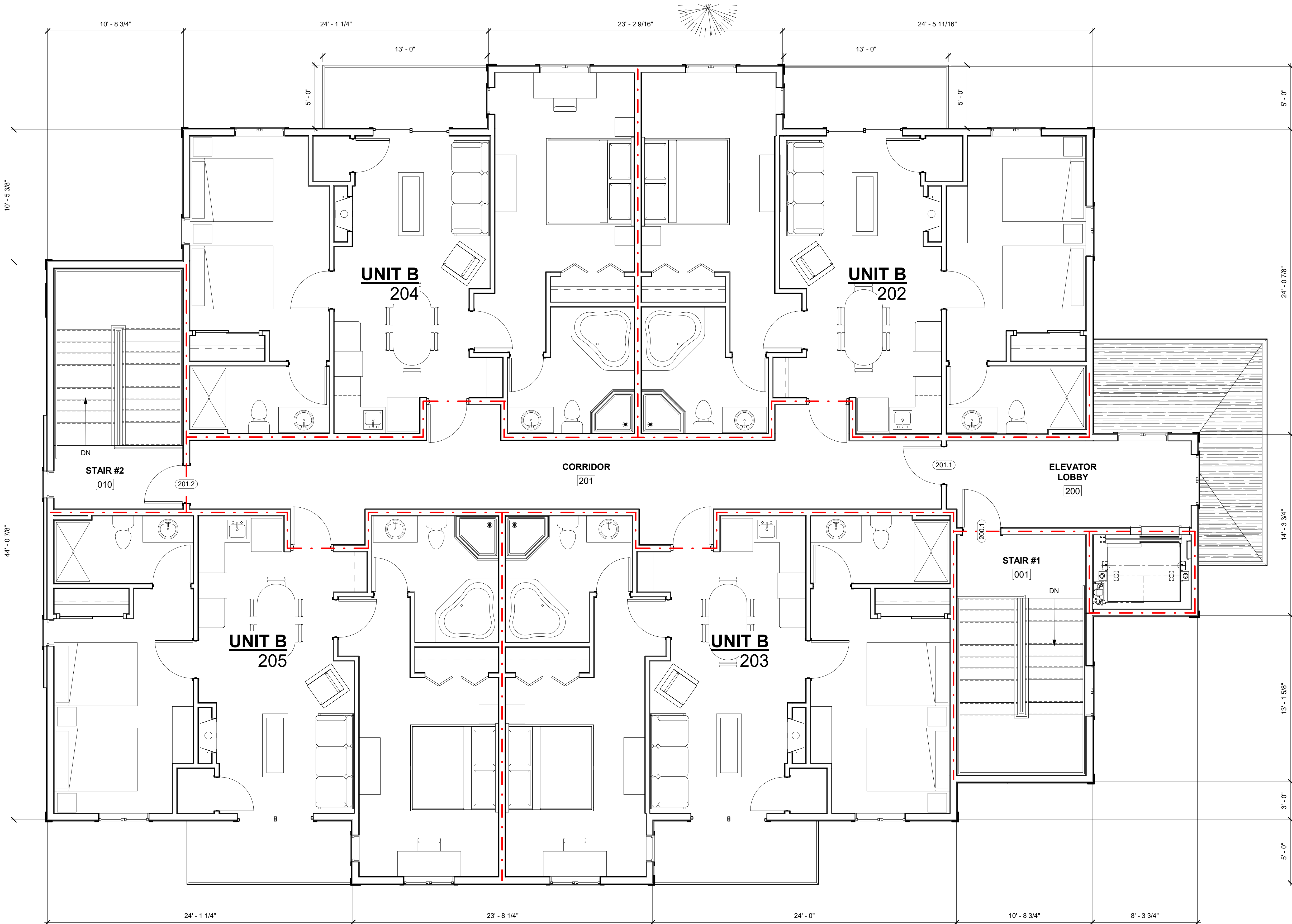
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SECOND FLOOR PLAN

A1.2



1 /A1.2 SECOND FLOOR 1/4" = 1'-0"





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DESIGN & BUILD GENERAL CONTRACTOR

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PROJECT
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP / AGS

DATE: 02/19/2025

REVISIONS:

ISSUED FOR: CHECKED DATE:
BY:

- ☒ PRELIMINARY
- ☐ BID SET
- ☐ DESIGN REVIEW
- ☐ CHECKSET
- ☐ CONSTRUCTION

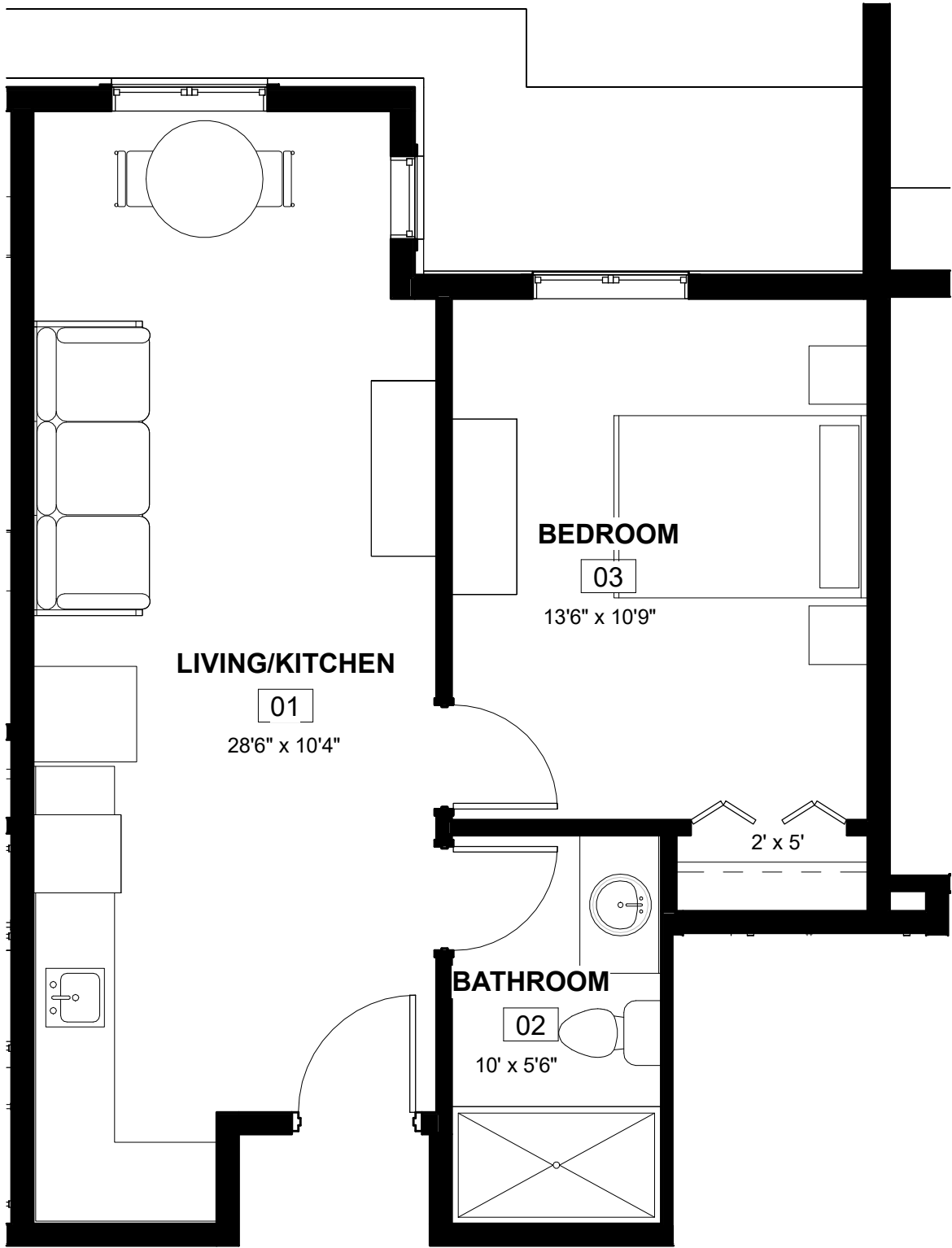
ENLARGED UNIT PLAN

A1.3



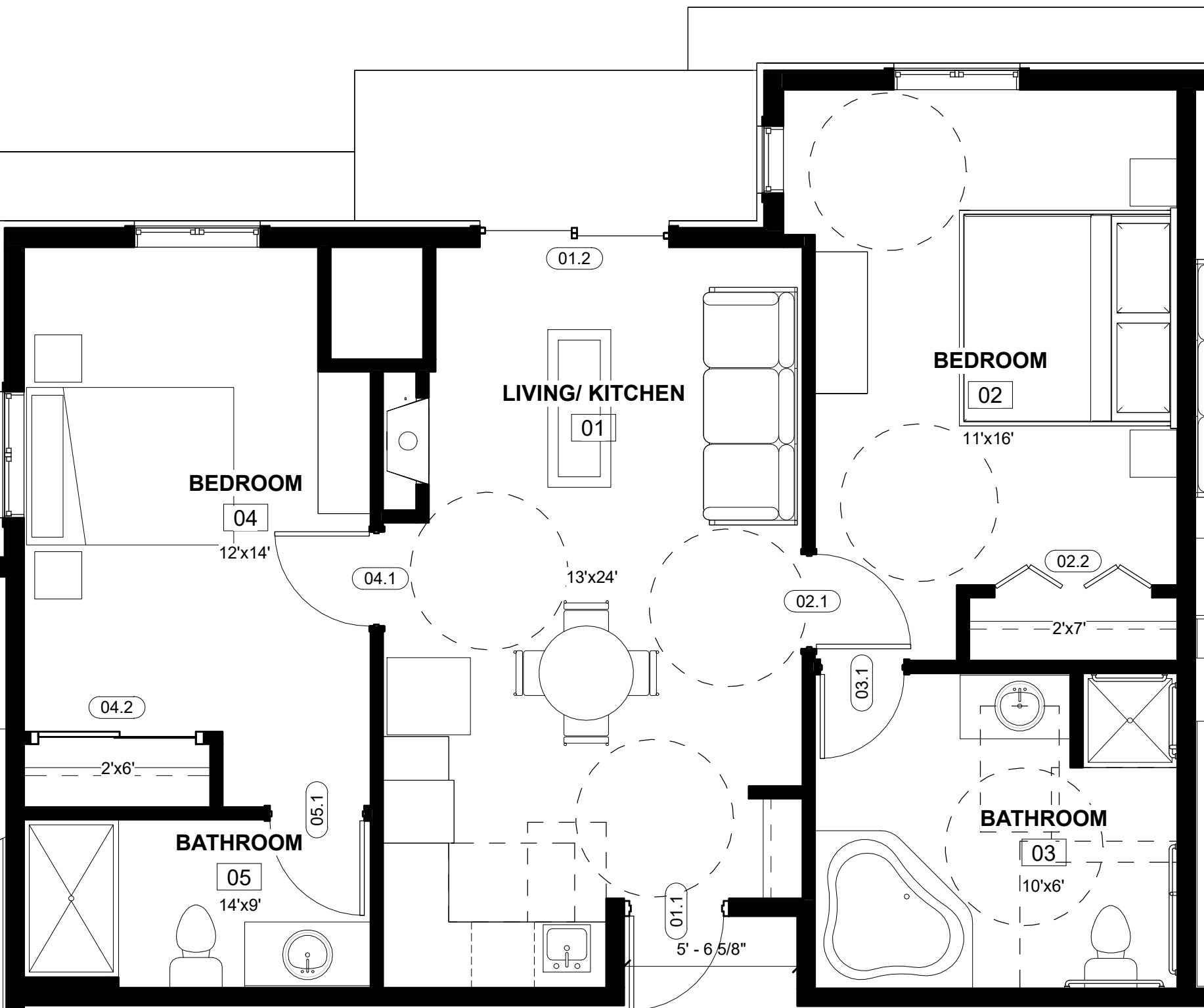
2 /A1.3 UNIT B 1/4" = 1'-0"

10 TOTAL UNITS



3 /A1.3 APARTMENT 1/4" = 1'-0"

1 TOTAL UNIT



1 /A1.3 UNIT A 1/4" = 1'-0"

1 TOTAL ACCESSIBLE UNIT



BAYLAND BUILDINGS

P.O. BOX 13571 GREEN BAY, WI 54307
(920) 498-9300 FAX (920) 498-3033
www.baylandbuildings.com

DESIGN & BUILD GENERAL CONTRACTOR

LANDSCAPING CALCULATIONS

STREET TREES

1 TREE PER 35' R.O.W.
154' R.O.W / 35' = 5 TREES
WHITE DOGWOOD (CORNUS FLORIDA)

LANDSCAPE BERM

AREA: 1,618 SF
REQ'D PLANTING AREA(25%): 405 SF

PLANTING AREA OF COVERAGE:

11 MEDIUM SHRUB (38 SF) = 418 SF
7 AMERICAN ARBORVITAE (THUJA OCCIDENTALIS)
(64% EVERGREEN)
4 GOLDEN PRIVET LIGUSTRUM (LIGUSTRUM X VICARYI)
(36% DECIDUOUS)

INTERIOR LANDSCAPING

PARKING LOT AREA: 6,164 SF
REQ'D LANDSCAPE AREA (5%): 309 SF

REQ'D SHADE TREES: 1 TREE PER 300' PARKING LOT PERIMETER
328'-6" PERIMETER - 2 SHADE TREES
SUGAR MAPLE (ACER SACCHARUM)

PROPOSED BUILDING FOR:

20-1512

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION

THIS BAR MEASURES 1" ON ORIGINAL.
ADJUST SCALE ACCORDINGLY

NOTICE OF COPYRIGHT
THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO
COPYRIGHT PROTECTION AS AN "ARCHITECTURAL WORK" UNDER
SEC. 102 OF THE COPYRIGHT ACT, 17 U.S.C. AS AMENDED
DECEMBER 1990 AND KNOWN AS ARCHITECTURAL WORKS
COPYRIGHT PROTECTION ACT OF 1990. THE PROTECTION
INCLUDES BUT IS NOT LIMITED TO THE OVERALL FORM AS WELL
AS THE ARRANGEMENT AND COMPOSITION OF SPACES AND
ELEMENTS OF THE DESIGN. UNDER SUCH PROTECTION
UNAUTHORIZED USE OF THESE PLANS, WORK OR BUILDING
REPRESENTED, CAN LEGALLY RESULT IN THE CESSATION OF
CONSTRUCTION OR BUILDINGS BEING SEIZED AND/OR MONETARY
COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 20-1512

PROJECT
EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP / AGS

DATE: 03/11/2025

REVISIONS:

ISSUED FOR: CHECKED DATE:
BY:

- ☐ PRELIMINARY
☒ BID SET
☐ DESIGN REVIEW
☐ CHECKSET
☐ CONSTRUCTION

SITE & LANDSCAPE PLAN

C1.0



ZONING INFORMATION

DISTRICT B-1
SETBACKS ARE FRONT 40'-0" FROM EDGE OF PAVEMENT
SIDES 10'-0"
REAR 20'-0"

PARKING CALCS (MOTEL/HOTEL):

1 SPACE PER UNIT: 12 UNITS X 1 = 12 SPACES
1 SPACE PER STAFF AT MAX. SHIFT:
1 EMPLOYEE X 1 = 1 SPACE
13 SPACES REQ'D
17 SPACES PROVIDED

FAR CALCS:

FLOOR AREA 20,200 SF
LOT AREA 47,375 SF
FAR .43

GREEN AREA CALCS:

LOT AREA 47,375 SF

PARKING AREA 8,201 SF
SIDEWALK AREA 815 SF
BUILDING FOOTPRINT 5,729 SF
SUBTOTAL 14,745 SF (31% OF LOT)

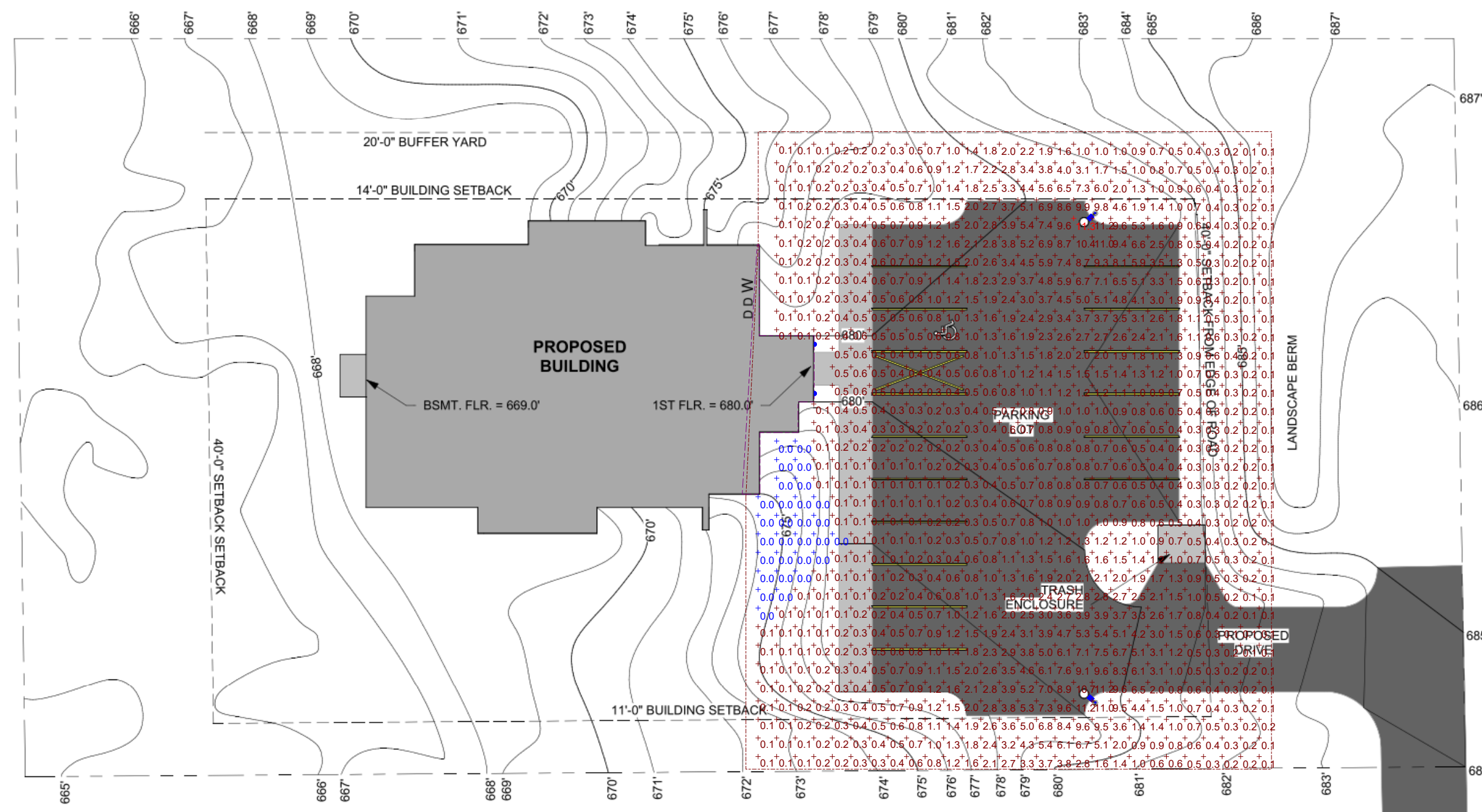
GREEN SPACE 32,630 SF (69% OF LOT)

1 / C1.0 SITE & LANDSCAPE PLAN 1" = 20'-0"



Schedule											
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power	Polar Plot
	A		2	RAB Lighting Inc.	A34T45 80W @ 3000K	LED	1	11322	1	76.5	 Max: 4649cd
	B		2	Lithonia Lighting	OLCS 8 DDB	OUTDOOR CAST SCONCE W/DR3 FROSTED LENS; BROWN	1	470	1	8.93	 Max: 166cd

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
Calc Zone #1	+	1.4 fc	11.3 fc	0.0 fc	N/A	N/A



1 /C1.1 GRADING PLAN 1" = 20'-0"



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DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:

20-1512

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION
THIS BAR MEASURES 1" ON ORIGINAL.
ADJUST SCALE ACCORDINGLY

NOTICE OF COPYRIGHT
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JOB NUMBER: 20-1512

PROJECT EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP / AGS

DATE: 03/06/2025

REVISIONS:

ISSUED FOR: CHECKED DATE:
BY:

- ☐ PRELIMINARY
 - ☒ BID SET
 - ☐ DESIGN REVIEW
 - ☐ CHECKSET
 - ☐ CONSTRUCTION

GRADING PLAN

C1.1

Plan View
Scale - 1" = 25ft





BAYLAND BUILDINGS
P.O. BOX 13571 GREEN BAY, WI 54307
(920) 498-9300 FAX (920) 498-3033
www.baylandbuildings.com

DESIGN & BUILD GENERAL CONTRACTOR

PROPOSED BUILDING FOR:

20-1512

SISTER BAY, WISCONSIN; COUNTY OF: DOOR

SCALE VERIFICATION

THIS BAR REPRESENTS 1" ON GRAPHICAL SCALE
ADJUST SCALE ACCORDINGLY

NOTICE OF COPYRIGHT
THESE PLANS ARE COPYRIGHTED AND ARE SUBJECT TO
COPYRIGHT PROTECTION AS AN ARCHITECTURAL WORK UNDER
SECTION 17 OF THE COPYRIGHT ACT, 17 U.S.C. AS AMENDED
DECEMBER 1992 AND KNOWN AS ARCHITECTURAL WORKS
COPYRIGHT PROTECTION ACT OF 1990. THE PROTECTION
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REPRESENTED CAN LEGALLY RESULT IN THE COLLECTION OF
CONSTRUCTION OR BUILDING BEING SEIZED AND/OR MONETARY
COMPENSATION TO BAYLAND BUILDINGS, INC.

JOB NUMBER: 20-1512

PROJECT

EXECUTIVE: BRIAN PETERS

DRAWN BY: CMP

DATE: 04/21/2022

REVISIONS:

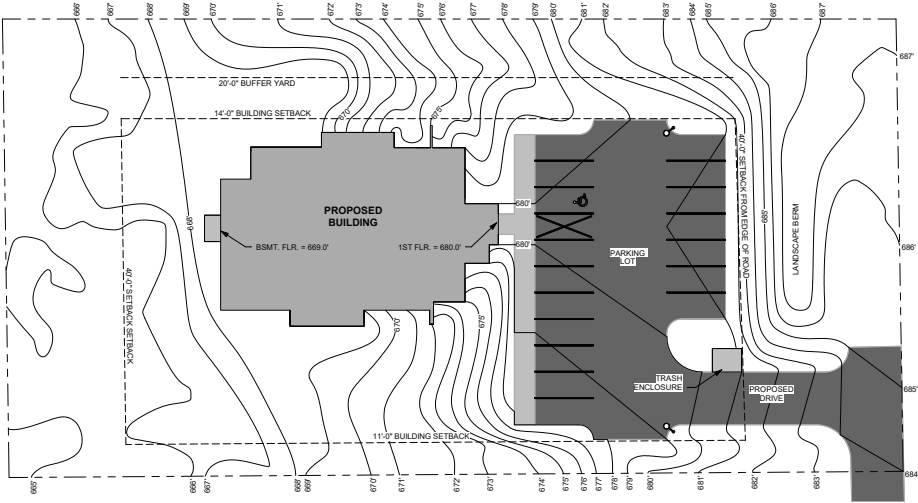
ISSUED FOR: CHECKED DATE:

BY:

- ☐ PRELIMINARY
- ☒ BID SET
- ☐ DESIGN REVIEW
- ☐ CHECKSET
- ☐ CONSTRUCTION

GRADING PLAN

C1.1



1/C1.1 GRADING PLAN 1" = 20'-0"



STAFF REPORT

Item 8.c - LUNA VIEW

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer, Village Administrator

At last month's meeting the Board referred the Luna View completion extension back to the Plan Commission. The Plan Commission decided,

"During the meeting it was noted the original Development Agreement allowed Mr. Gokey until June 30 to work on his project and by consensus they [Plan Commission] therefore authorized him to continue to work on the development until that date. Discussion followed regarding a deadline for completion.

Motion by Harff, second by Kane, to send property owners within 300 feet of the development a letter explaining the Village Board is to review the timeline extension request at their July 15 meeting. The letter is to seek input as to whether Mr. Gokey should be allowed to work until July 15; or, resume work only after Labor Day; or, wait until after Fall Fest to complete the work. Motion carried: Aye-6; Nay-1 (Bell voted no explaining he did not support Mr. Gokey being allowed to work until June 30)

Attached is the letter that was mailed to neighbors within 300 feet of the property boundaries. In total 27 parcels were sent letters; the Yacht Club agreed to notify their members directly. Three letters have been received as a result of the letter staff sent (as of the date the meeting packet was prepared). The Yacht Club phoned with questions regarding: what if the project is not completed within the timeframe, will work be restricted to 9 am-5 pm, and, will they be allowed to work on weekends.



June 30, 2025

Re: Construction at Gokey Site

Dear Landowner,

As you may know, Al Gokey, the developer for Luna View Hotel/Condominiums, at the end of Maple Road, is trying to finish his project. He estimates he has about two weeks of work left before the drainage system is complete; driveway is finished, including asphalt; retaining wall is built; and all landscaping installed.

Per his Development Agreement, he cannot perform this work between June 30 and Fall Fest. At the July 15, 2025, Village Board meeting, the Board will review a request from Mr. Gokey to allow him to complete his project earlier; specifically, Mr. Gokey has requested an exception to allow him to complete the work by July 31 (beginning the day after the July 15 Village Board meeting and ending on July 30). Alternatively, he is requesting approval to resume work after Labor Day weekend instead of after Fall Fest.

As a neighbor within 300 feet of this development you are most affected by the time extension request and we want to know your position on this matter – should Gokey be allowed to complete the project before Fall Fest (using one of the options above), or do you prefer the site remain as is and no work occur until after Fall Fest?

Please feel free to email me your thoughts (they will be shared with the Board), or, attend the July 15 Village Board meeting and express your ideas in person. The Village Board meeting will be held at 6:00 p.m. at the Fire Station located at 2258 Mill Road, in the large meeting room.

Sincerely,

Julie A. Schmelzer
Village Administrator
julie.schmelzer@sisterbaywi.gov

From: [Bobby Martin](#)
To: [Julie Schmelzer](#)
Subject: Al Gokey Project
Date: Monday, July 7, 2025 1:23:46 PM

Hi Julie,

In regards to the Luna View Hotel/Condominium my vote is to adhere to the original Development Agreement that work can not continue between June 30 and Fall Fest. Between construction workers and tourist, the employee housing apartment parking lot next door is often filled by non residents.

Thank you,

Bobby L. Martin
2397 Maple Dr.
Sister Bay, WI. 54234

From: [Tom Dunn](#)
To: [Julie Schmelzer](#)
Subject: Construction at Gokey Site
Date: Monday, July 7, 2025 9:35:18 PM

Dear Julie:

My Condo is directly above this project Unit 4D, Sister Bluff Estates. I would like the project completed by July 31st. I will be in Sister Bay July 15 and could attend the meeting if necessary.

Sincerely,

Tom Dunn

From: [mary wachenheim](#)
To: [Julie Schmelzer](#)
Subject: Objection to Luna View extension request
Date: Thursday, July 10, 2025 1:05:03 PM

Dear Ms. Schmelzer - I received the letter mailed last week to Sister Bay residents affected by the Luna View development.

To be succinct, as a person living within the 300 feet of the Luna View, I strongly object to the request for a 2 week exception/extension for Luna View. I was so relieved when July 1st came along and the noise essentially stopped. It has been quite disruptive and truly diminishes my quality of life here in beautiful Sister Bay.

I would wholly support the Administration rejecting Gokey's exception requests and hold him to the same time restrictions as anyone else (post-Fall Fest).

Sincerely,
Mary Wachenheim
Sister Bay full-time resident
ffpas@earthling.net



STAFF REPORT

Item 8.d. - CROP AGREEMENT – SEAQUIST (WILTSE SITE)

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer

Annually we lease our farmland to farmers. The lease ensures the land is not left fallow and we are supporting local farmers. See attached land lease.

ORCHARD AGREEMENT

This ORCHARD AGREEMENT made this _____ day of _____, 2025, by and between the Village of Sister Bay (the "Landowner"), and Seaquist Orchards, LLC, a Limited Liability Company (the "Operator").

Landowner, lets and demises to Operator for a one (1) year term, beginning on April 1, 2025, and ending on April 1, 2026, the cherry orchard located on the real estate described in Exhibit "A" hereto which is incorporated herein.

The parties to this Agreement for and in consideration of the mutual covenants contained in this Agreement agree with each other as follows:

SECTION 1. PAYMENT

In consideration of the use of the property and crops harvested thereon, the Landowner shall charge the Operator an annual sum of \$500, payable to the Village of Sister Bay within ten (10) days of the signing of this Orchard Agreement. The total value of the harvested crop will be the property of Seaquist Orchards, LLC. It is also understood that Landowner's family has the right to pick a reasonable amount of cherries for their personal use at no charge to the Landowner.

SECTION 2. RIGHT TO RENEW

A renewal of this Agreement upon expiration will be by mutual consent of both parties in one-year increments. No rent will be due for the renewal period through the end of the agreement, subject to the terms and conditions of this Agreement, and on the same terms expressed in this Agreement.

SECTION 3. SURRENDER AND TERMINATION

Operator agrees that at the expiration of this Agreement or any extension thereof, Operator will surrender peaceful possession of the described property to the Landowner. Landowner reserves the right to request early termination of this Agreement, provided the harvest season has been completed.

SECTION 4. TAXES AND ASSESSMENTS

Landowner agrees to pay all taxes and assessments for the demised premises.

SECTION 5. CARE OF ORCHARD

Operator agrees, at all times during the term of this Agreement, to properly and timely cultivate, fertilize, prune and spray, and in general, care for the trees and orchard upon the described property in a first-class, husbandry-like manner and in accordance with the accepted standards of horticulture prevailing in the district.

SECTION 6. INSURANCE

Operator shall procure and maintain insurance during the term of this Agreement as follows:

Public liability insurance naming the Landowner as an additional insured and property damage insurance, with a responsible insurance company, with limits of not less than \$500,000.00 for injury to one person, \$1,000,000.00 for injury to two or more persons in one occurrence, and \$50,000.00 for damage to property.

Such insurance (I) shall cover all risks arising directly or indirectly out of Operator's activities on or any condition of the demised premises whether or not related to an occurrence caused or contributed to by the Operator's negligence; (II) shall protect the Landowner against the claims of the Operator on account of the obligations assumed by the Operator in this Agreement; and (III) shall protect the Operator and the Landowner against claims of third persons.

Operator shall also procure and maintain worker's compensation insurance for all persons employed by Operator who work on the property.

Certificates evidencing such insurance shall be furnished to Landowner on an annual basis upon request by Landowner. In the event that the Operator's insurance policy is cancelled, the Landowner will be given notice within 10 days.

SECTION 7. USE OF CHEMICALS FOR SPRAY AND FERTILIZER

Operator agrees to use recommended chemicals and sprays in recommended amounts for fertilizing and spraying the trees on the demised premises.

SECTION 8. DEFAULT

In the event Operator fails, refuses, or neglects to keep or perform any of the terms and conditions of this Agreement agreed to be kept and performed by the Operator, then Landowner, at its option, may take possession of the demised premises and terminate and cancel any rights that the Operator may have under this Agreement. Said Agreement may not be terminated, however, without prior written notice to the Operator indicating the default of the Operator and allowing the Operator a reasonable period of time but not to exceed sixty (60) days to cure such default.

SECTION 9. ACCESS TO PROPERTY

Operator shall be entitled to access to the property described in Exhibit "A" hereto from the public roadways near same so as to provide ingress and egress to said property.

SECTION 10. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either

party except to the extent incorporated into this Agreement.

SECTION 11. MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if in writing signed by each party of an authorized representative of each party.

SECTION 12. NO WAIVER

The failure of either party to this Agreement to insist on the performance of any of the terms and conditions of the Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be constructed as thereafter waiving any such terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

SECTION 13. BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, and assigns.

SECTION 14. MEDIATION AND ARBITRATION

In the event of any claims, disputes, and other matters in question arising out of or relating to this Agreement or the breach thereof wherein a method of resolving same is not otherwise specified herein, and, if agreement cannot be reached by the parties the parties shall first participate in non-binding mediation by a mediator mutually agreed to by the parties, or if they are unable to agree to a mediator, with a mediator selected in accordance with a conflict resolution service. The parties agree to use their best efforts to resolve any claim or dispute by conflict resolution rather than by formal arbitration proceedings.

In the event that the mediation is unsuccessful in resolving the claims or disputes between the parties, then such claims or disputes shall be decided by binding arbitration in accordance with the Arbitration Rules of the American Arbitration Association unless the parties hereto mutually agree otherwise; the demand for arbitration should be made within a reasonable time after the claim, dispute or other matter in question has arisen, and in no event shall it be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations. Any decision or award by the arbitrator may be enforced in Door County Circuit Court pursuant to statute and the guidelines of the American Arbitration Association. Should either party hereunder prevent the other party from carrying on its obligations hereunder and cause said other party damages as a result thereof such other party shall be entitled to an award of damages through the arbitration procedure described above.

Notwithstanding anything to the contrary herein, the Landowner, upon breach of this Agreement by Seaquist Orchards, LLC, may exercise their rights of re-entry and/or repossession of the premises

along with any other equitable or legal remedies available to them. The arbitration provision shall apply to damages only, and not to repossession or re-entry.

IN WITNESS, WHEREOF, the parties have hereunto set their hands and seals on the day first above written.

Landowner:
The Village of Sister Bay

By: _____
 Nate Bell, Village President

Personally came before me this _____ day of _____, 20____, the above-named Nate Bell, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }
 County of Door }

 Notary Public:
 My commission expires: _____

Operator:
Seaquist Orchards, LLC

By: _____
 James Seaquist, Member

Personally came before me this _____ day of _____, 20____, the above-named James Seaquist, to me known to be the persons who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }
 County of Door }

 Notary Public:
 My commission expires: _____

EXHIBIT A

(Agreement is not to exceed those areas outlined in red on portions of Parcel 181-00-04312831Q. Area is approximately 16 acres.)





STAFF REPORT

Item 8.e. – BOATHOUSE/WATERFRONT MUSEUM

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer

This item may be removed from the agenda if we have not received a legal review by the time the Board meets. Regardless of that review though, the rent due on the lease should be discussed.

Last month we approved a Development Agreement allowing the Historical Society to renovate the Marina's boathouse into a waterfront museum. At the time, staff explained we would need to approve a lease and an operational agreement. They are attached.

Of concern at the Marina Committee was the loss of revenue from renting the apartment in the boathouse. There was much discussion about a need to charge the Historical Society rent. The Society on the other hand felt since they are investing over \$300,000 into a village building, and providing a public service, they should not have to pay rent.

Finally, the committee concluded they wouldn't ask for the \$18,000 the previous tenant paid, and instead would request \$10,000. The committee didn't care who paid it, as long as they didn't lose \$10,000 in revenue. They requested staff come up with a creative solution on how the \$10,000 gets paid.

Ideas were presented to both the Marina and the Finance Committees, and what is recommended to the Board is to 'forgive some of the monies the Marina owes the village every year for their 'payment in lieu of taxes'(PILOT).

The following is the PILOT paid by the Marina:

FY 2017	2018	2019	2020	2021	2022	2023	2024
\$ 56,497	53,237	54,233	55,513	59,299	52,644	45,297	46,195

Staff proposes the PILOT not to exceed \$50,000 (or some other amount selected by the Board) for the term of the lease. Although it does not meet the committee's desire of a \$10,000 gain, we do have to remember after the Boathouse is improved, and/or the office building rebuilt, the value/PILOT will be substantially higher. Capping the PILOT at \$50,000 'freezes' what would be due to the village, regardless of the value. Simply, the Marina will not have to pay the PILOT, and that money saved will cover the rent they are seeking.

BOATHOUSE AGREEMENT

This BOATHOUSE AGREEMENT made this 15th day of July 2025, by and between the VILLAGE OF SISTER BAY (the "Landowner"), and the SISTER BAY HISTORICAL SOCIETY, INC. (the "Operator").

Landowner grants a lease to Operator for a twenty (20) year term, beginning on August 1, 2025, and ending on July 31, 2045, for the right to remodel the Village of Sister Bay Marina Boathouse and operate it as a waterfront museum located on the real estate known as Tax Parcel No. 181-00-05312841N1, at Fire Number 10697 North Bay Shore Drive (the "Property").

The parties to this Agreement for and in consideration of the mutual covenants contained in this Agreement agree with each other as follows:

SECTION 1. PAYMENT

In consideration of the use of the Property to reconstruct and maintain a waterfront museum thereon, the Landowner shall charge the Operator an annual sum of \$1, payable within ten (10) days of signing this Agreement and annually by the first of the year thereafter. To ensure the Sister Bay Marina does not lose revenue historically relied upon by the leasing of the boathouse, the Landowner agrees to limit the Marina's Payment in Lieu of Taxes (PILOT) due the Landowner at \$50,000. Regardless of the value of the Marina property(ies), and PILOT due, the Landowner agrees to never increase the annual PILOT due in excess of the \$50,000 limit herein, for the term of this Agreement.

SECTION 2. RIGHT TO RENEW

This Agreement shall automatically renew for a subsequent ten (10) year period so long as Operator is in good standing hereunder, unless either party gives notice to the other of their intent to not renew at least twelve (12) months prior to the end of the current term. In the event such notice is given by Landowner, and Operator desires to nevertheless continue with the Agreement, the parties agree to engage in good faith negotiations to address the Landowner's concerns. Any renewal will be on the same terms and conditions as set forth herein, unless otherwise agreed in writing.

SECTION 3. SURRENDER AND TERMINATION

Operator agrees that at the expiration of this Agreement or any extension thereof, Operator will surrender peaceful possession of the described property to the Landowner. Landowner reserves the right to early termination of this Agreement upon 90 days' notice to Operator in the event Operator fails to remodel the boathouse within twenty-four (24) months of this Agreement, or, operate the waterfront museum approved by Development Agreement on June 17, 2025, at any time during the period May through September immediately preceding the notice of termination.

Operator or Landowner may otherwise terminate this Agreement by providing Landowner no less than twelve (12) months advance notice of termination.

SECTION 4. TAXES AND ASSESSMENTS

Landowner agrees to pay all taxes and assessments for the demised premises, if any.

SECTION 5. CARE OF BOATHOUSE

Operator agrees, at all times during the term of this Agreement, to abide by an Operational Agreement to be mutually agreed upon and entered into by September 1, 2025. Failure to enter into such an agreement or the termination of such agreement shall render this Lease void.

SECTION 6. INSURANCE

Operator shall procure and maintain insurance during the term of this Agreement as follows: Public liability insurance naming the Landowner as an additional insured and property damage insurance, with a responsible insurance company, with limits of not less than \$500,000.00 for injury to one person, \$1,000,000.00 for injury to two or more persons in one occurrence, and \$50,000.00 for damage to property.

Such insurance (I) shall cover all risks arising directly or indirectly out of Operator's activities on or any condition of the demised premises whether or not related to an occurrence caused or contributed to by the Operator's negligence; (II) shall protect the Landowner against the claims of the Operator on account of the obligations assumed by the Operator in this Agreement; and (III) shall protect the Operator and the Landowner against claims of third persons.

Operator shall also procure and maintain worker's compensation insurance for all persons employed by Operator who work on the property that are not Village of Sister Bay employees.

Certificates evidencing such insurance shall be furnished to Landowner on an annual basis by January 1 each year. In the event that the Operator's insurance policy is cancelled, the Landowner will be given notice within ten (10) days.

SECTION 7. DEFAULT

In the event Operator fails, refuses, or neglects to keep or perform any of the terms and conditions of this Agreement agreed to be kept and performed by the Operator, or the terms of the Operational Agreement between Landowner and Operator, then Landowner, at its option, may take possession of the demised premises and terminate and cancel any rights that the Operator may have under this Agreement. Said Agreement may not be terminated, however, without prior written notice to the Operator indicating the default of the Operator and allowing the Operator a reasonable period of time but not to exceed sixty (60) days to cure such default.

SECTION 8. ACCESS TO PROPERTY

Operator, and their contractors, and visitors of the waterfront museum, shall be entitled to access the Property from the public roadways and across the Property. Any damage caused to adjoining property used for ingress and egress attributable to Operator's acts or omissions shall be repaired by the Operator at the Operator's expense.

SECTION 9. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between the parties, and any prior understanding or representation of any kind preceding the date of this Agreement shall not be binding on either party except to the extent incorporated into this Agreement.

SECTION 10. MODIFICATION OF AGREEMENT

Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if in writing signed by each party of an authorized representative of each party.

SECTION 11. NO WAIVER

The failure of either party to this Agreement to insist on the performance of any of the terms and conditions of the Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be constructed as thereafter waiving any such terms and conditions, but such terms and conditions shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

SECTION 12. BINDING EFFECT

This Agreement shall be binding upon the parties hereto, their heirs, executors, administrators, and assigns.

SECTION 13. MEDIATION

In the event of any claims, disputes, and other matters in question arising out of or relating to this Agreement or the breach thereof wherein a method of resolving same is not otherwise specified herein, and, if agreement cannot be reached by the parties the parties shall first participate in non-binding mediation by a mediator mutually agreed to by the parties, or if they are unable to agree to a mediator, with a mediator selected in accordance with a conflict resolution service. The parties agree to use their best efforts to resolve any claim or dispute by conflict resolution rather than by formal arbitration proceedings.

Notwithstanding anything to the contrary herein, the Landowner, upon breach of this Agreement by the Operator, may exercise their rights of re-entry and/or repossession of the premises along with any other equitable or legal remedies available to them.

IN WITNESS, WHEREOF, the parties have hereunto set their hands and seals on the day first above written.

Landowner: The Village of Sister Bay

By: _____
Nate Bell, Village President

Personally came before me this _____ day of _____, 2025, the above-named Nate Bell, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }
County of Door }

Notary Public:

My commission expires:

Operator: Sister Bay Historical Society, Inc.

By: _____
John Lijewski, President

Personally came before me this _____ day of _____, 2025, the above-named _____, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }
County of Door }

Notary Public:

My commission expires:

AGREEMENT BETWEEN THE VILLAGE OF SISTER BAY & THE SISTER BAY HISTORICAL SOCIETY, INC.

THIS OPERATIONAL AGREEMENT ("Agreement") is made and entered into by and between the VILLAGE OF SISTER BAY, a public body corporate and politic, duly created under the laws of the State of Wisconsin (the "Village"), and the SISTER BAY HISTORICAL SOCIETY, INC. (the "Operator").

RECITALS

WHEREAS, pursuant to the provisions of Section 61.34(1) of the Wisconsin Statutes the Village has the authority and power to act for the government of the Village and for its peace and good order as well as its health, safety, welfare and convenience; and,

WHEREAS, the Operator, among other things, is to provide the public a renovated boathouse to be used as a waterfront museum on land it leases from the Village and provide oversight of the daily operations thereof; and,

WHEREAS, the Village is willing to lease the property in exchange for the Operator renovating the boathouse and managing the operation of a waterfront museum therefrom, its staff and/or volunteers, and daily operations.

NOW, THEREFORE, the Parties hereto, by their respective authorized agents and representatives, do hereby agree in and to the following:

ARTICLE I: TERM AND TERMINATION

Section 1.1-Term: The term of this Agreement shall be for a period commencing as of August 1, 2025 and ending July 1, 2045.

Section 1.2 - Renewal: This Agreement shall not automatically renew but may be renewed upon the mutual agreement of the parties hereto.

Section 1.3 - Termination: This agreement may be terminated by either party hereto at any time upon twelve (12) months written notice to the other party. No further funding will be paid by the Village to the Operator or for operations after the twelve (12) month notice period terminates.

ARTICLE II: OPERATIONAL ACTIVITIES

Section 2.1 – Village Responsibilities. In exchange for Operator managing the renovation of the boathouse and operation of a waterfront museum, the Village agrees to:

- a. Mow the lawn on the Property leased via the lease entered into dated July 15, 2025; this does not include weed eating or maintaining landscaped beds.
- b. Plow and clear snow and ice in the parking lot immediately east of the boathouse.
- c. Village to insure the boathouse as part of its annual insured portfolio.

Section 2.2. Operator Responsibilities. In exchange for contributions expressed in Section 2.1 above, Operator agrees:

- a. Pay all sewer, water, electric, and internet charges. If additional meters are required, the cost shall be bore by the Operator. If the Village has the opportunity to provide no cost internet to the boathouse, the Operator will not be expected to provide internet.

- b. Ensure the restroom is available to waterfront museum visitors during museum operating hours, and maintain such restroom in a clean and operational manner.
- c. Maintain landscaping adjacent to the boathouse and any landscaping added after the signing of this Agreement.
- d. Provide insect control.
- e. Daily cleaning and general maintenance of the boathouse, including but not limited to cleaning the glass.
- f. Collect refuse and recycling generated from the renovation and daily activities, and not dispose of refuse or recycling on village property.
- g. The second floor of the boathouse is to remain open to the public, and for scheduled use by the Historical Society and/or Marina Committee.
- h. Market the museum to guarantee the boathouse remains a public asset to the community.
- i. The museum is adequately staffed to ensure the second floor of the museum is made available to the public at least one day a week from Memorial Day through Labor Day.
- j. Operator agrees to apply for and pay for any required Department of Natural Resources permits; state Plan Review or Building Permits; Village connection fees, if applicable; and sign permits.
- k. Operator agrees to abide by all laws and regulations during the renovation of the boathouse and operation of the waterfront museum.
- l. Operator to maintain full coverage insurance and list Village as an additional insured as required in Sec. 3.1 below.
- m. Operator responsible for all expenses not otherwise listed above; said expenses may be negotiated with the Village if expenses are unknown at time of signing of this Agreement.

ARTICLE III: INSURANCE AND INDEMNIFICATION

Section 3.1 - Insurance: The Operator agrees, both generally and specifically with respect to the services to be provided herein, that it will procure and maintain insurance against such risks in such amounts as are customarily insured for such services. Such insurance shall be obtained by purchasing and maintaining in place during and for such time as it has an obligation to the Village under this Agreement a policy or policies of insurance issued by licensed and reputable insurance companies authorized and qualified to underwrite such risks. The Operator shall further require all contractors, event sponsors, or others with whom it may partner in connection with the renovation of the boathouse or operation of the museum provided hereunder, to have, maintain general liability and worker's compensation insurance coverage consistent with the nature and extent of such third party's interest and involvement in any project or event arising under this Agreement. The Operator shall name the Village of Sister Bay as "additionally insured". In turn, the Village will procure and maintain its own insurance against such risks, in such amounts as are customarily insured for such services.

ARTICLE IV: MISCELLANEOUS PROVISIONS

Section 4.1 – Amendments: This Agreement supersedes all prior Operational Agreements, if any. No modifications, alterations or amendments to this Agreement shall be binding upon either party hereto until such modifications, alterations or amendments is/are reduced to writing and signed by both parties hereto.

Section 4.2 – Governing Law and Venue: This Agreement and the rights of the parties hereunder shall be interpreted and enforced in accord with the laws of the State of Wisconsin.

Section 4.3 – Compliance with Laws and Orders: In providing the promotional services to be provided under this Agreement the Operator shall comply with all local, state and federal laws, ordinances and regulations.

Section 4.4 – Notices: Should the Agent for the Operator change, Operator has thirty (30) days to notify the Village, in writing, of the Agent change. Notice to either party shall be given in the following fashion:

IF TO THE VILLAGE:

VILLAGE OF SISTER BAY
P.O. Box 769
2383 Maple Drive
Sister Bay, WI 54234

IF TO THE OPERATOR:

SISTER BAY HISTORICAL SOCIETY, INC
c/o John Lijewski, PRESIDENT
PO Box 34
Sister Bay, WI 54234

Section 4.5 – No Third-Party Beneficiaries: This Agreement does not create any third-party benefits to any person or entity other than the parties hereto and is solely for the consideration herein expressed.

Section 4.6 – No Assignment: This Agreement may not be assigned by the Operator to any third party.

Section 6.7 – Headings: The headings, titles or captions contained in this Agreement have been inserted only as a matter of convenience and for reference, and such captions in no way define, limit, extend or describe the scope of this Agreement or the intent of any provision hereof.

Section 6.8 – Independent Association: Notwithstanding any other representation, oral or written, between the parties hereto, including any and all agents or representatives thereof, the Operator is at all times hereunder acting as a free and independent Operator and not as an agent of the Village.

Section 6.9 - No Joint Venture: No promotion of the museum or an event sponsored in whole or in part by the Operator shall at any time be, or be considered, a joint venture by and between the Operator and the Village. The Village bears no responsibility in promoting the museum or an event, managing the museum or event, or being liable for losses, injuries or damages as a result of the museum or event.

Section 6.10 - Entire Agreement: This Agreement contains the entire agreement between the parties with respect to the transactions contemplated by this Agreement and matters related thereto and does hereby supersede and render null and void and of no further force or effect any and all prior Operational Agreements, drafts of Agreements, and understandings between the parties, excepting therefrom the Land Lease dated July 15, 2025.

[Signature page to follow]

IN WITNESS WHEREOF, the parties hereto have by their duly authorized officers and representatives set their hands and affixed their seals on the date set forth by their name.

Landowner: The Village of Sister Bay

By: _____
Nate Bell, Village President

Personally came before me this _____ day of _____, 2025, the above-named Nate Bell, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }
County of Door }

Notary Public:

My commission expires:

Operator: Sister Bay Historical Society, Inc.

By: _____
John Lijewski, President

Personally came before me this _____ day of _____, 2025, the above-named _____, to me known to be the person who executed the foregoing instrument and have acknowledged the same.

State of Wisconsin }
County of Door }

Notary Public:

My commission expires:



STAFF REPORT

Item 8.f. – POST OFFICE APPRAISAL

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer

The rent the USPS will pay for our post office facility is based on a market rate the post office's leasing agent determined. The Parks Committee would like authorization to commission an appraiser to determine the value in anticipation of then being able to charge a higher rent. The last appraisal we commissioned cost about \$1000.

Below is what the leasing agent has proposed:

- Term: 5 Years
- Misc: All current lease terms regarding utilities, parking, etc. remain in place
- Rent: Annual - \$20,565 (\$1713.75/mo., or 80 cents per square foot)// Term total - \$102,825 // Commission – 4% // Amount Due Broker at Lease Signing - \$4,113. This rate is what the agent said is fair for small post offices in our area.



STAFF REPORT

Item 8.g. – FEE SCHEDULE

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer

Annually we try to review our fee schedule in July. This year it has been postponed a bit until the Finance Committee can review some sales tax concerns about some of our fees.

The Village President, however, has requested a discussion this month on Plan Commission fees. Per law, the fees are to cover the cost of our services. Attached is the current schedule.

ATTACHMENT A
VILLAGE OF SISTER BAY FEE SCHEDULE
Effective January 1, 2025
(Fees Are Per Code Unless Listed Herein)

ZONING AND DEVELOPMENT

Preliminary Subdivision Plats	\$1000 plus \$50 per lot
Final Plat	\$1000
Residential Condominium Plat	\$500 plus \$50 per lot
Final Plat	\$1000
Commercial Condominium Plat	\$500 plus \$50 per business unit
Final Plat	\$1000
Certified Survey Maps	\$500
Final Map	No Charge
Driveway/Approach Permits	\$150
Land Disturbance	\$500 plus \$1000 retainer to ensure completion
Plan Comm. Site Plan and Building Plan Review	\$1500
Plan Comm. Preliminary/Courtesy Review	\$500
Change Plans After Initial Review	\$200 each new staff review required/\$500 each new Plan Comm review required
Landscaping Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Parking Plan Review (if not part of Site Plan Review)	\$500 max (hourly)
Festival and Tent Permit	\$25
Sign Permit	\$100
Sandwich Board Sign	\$50
Special Event or Fundraising	\$100 (no fee to VOSB non-profit organizations)
Special Plan Commission or Board Meeting	\$750 min (fee based on actual costs)
STR Plan Commission Request	\$500
Official Map Amendment	\$1500
Plan Amendment	\$2000
Zoning Code Text Amendment	\$1500
Conditional Use Permit - Residential	\$500
Conditional Use Permit -Commercial	\$1000
Amendment to Conditional Use Permit	\$500
Reconsideration of Plan Commission	\$1000
Planned Unit Development	\$2,000 min + \$50 per unit
Appeal to Zoning Board of Appeals	\$1000
Appeal STR Decision to Board	\$500
Standard Zoning Permit	\$500
Zoning Permit Accessory Use Structure	\$100
Floodplain Zoning Permit	\$500
Engineering Analysis	Cost
Village Property Status Reports	\$50
Development Agreement	\$1000
Fee in Lieu of Parking	\$1000 per stall per year
Road Cut Fee	\$300 plus \$2000 retainer to ensure completion
Work in Right-of-Way	\$300 plus \$2000 retainer to ensure completion
Razing Permit	\$200
Project Started or Completed w/o Permit	Double permit fee

BUILDING INSPECTION FEES**Contractor: Brett Guilette****A. RESIDENTIAL - 1 & 2 Family**

1. New Structure 1 & 2 Family Homes:
Fees include building, electric, plumbing, HVAC and erosion
(Fees based on sq. ft. of all living area, full basement, deck, and garage)

0 - 1499 sq. ft.	\$850.00
1500 – 1999 sq. ft.	\$1000.00
2000 – 2499 sq. ft.	\$1100.00
2500 – 3000 sq. ft.	\$1150.00
>3000 sq. ft.	\$1150.00 + \$.10 per sq. ft. > 3000 sq. ft.
- Manufactured Dwellings (modular) \$500.00 + any additions or garage per
- #3 State Seal \$35.00 (all new homes)
- Community Development Fee \$300/occupancy unit
2. Additions/Remodeling/ Alterations:

Building	\$.11 sq. ft. (all areas)	\$75.00 minimum
Electric, Plumbing, HVAC	0 to 500 sq. ft.	\$50.00 (each)
	501 to 1000 sq. ft.	\$60.00
	(each) 1001 to 1300 sq. ft.	\$75.00
	(each) 1301 to 2000 sq. ft.	\$100.00
	(each) 2001 to 2500 sq. ft.	\$125.00
	(each)	
	> 2500 sq. ft.	\$.05 per sq. ft. (each)
- Erosion \$40.00 additions only (below grade > 400 sq. ft.)
- Community Development Fee \$300/additional occupancy unit
3. Electric Service \$75.00 Residential
4. Manufactured Homes \$200.00 (fee includes slab, electric service, occupancy) (HUD homes or house trailers)
- Community Development Fee \$300/additional occupancy unit
5. Temporary Occupancy \$50.00
6. Early Start \$50.00 (footing and foundation only)

B. ACCESSORY STRUCTURES - Detached Garages, Storage Buildings & Decks (all sizes)

Building	\$0.10 per sq. ft.	\$50.00 minimum
Electric, Plumbing, HVAC	\$0.05 per sq. ft.	\$40.00 minimum (each)

C. COMMERCIAL - Non-State Reviewed Plans

1. New buildings, additions, alterations, remodels:

Building	\$0.12 per sq. ft.	\$75.00 minimum
Electric, plumbing, HVAC	0 to 600 sq. ft.	\$60.00 (each)
	601 to 1250 sq. ft.	\$75.00 (each)
	1251 to 1700 sq. ft.	\$100.00 (each)
	1701 to 2100 sq. ft.	\$125.00 (each)
	2100 to 2500 sq. ft.	\$150.00 (each)
	>2500 sq. ft.	\$0.06 per sq. ft. (each)
- Storage buildings, warehouse, detached garage \$.10 per sq. ft.
- Community Development Fee \$500/occupancy unit
2. Temporary Occupancy, Change of Use, Occupancy. \$50.00
3. Early Start \$100.00
4. Electric Service \$75.00
5. Erosion Control \$75.00

6. Plan Review (plans that do not require state review) \$100.00

D. COMMERCIAL - State Reviewed Plans Only

Building	\$0.20 per sq. ft.	\$200.00 minimum
Electric, Plumbing, HVAC	\$0.10 per sq. ft.	\$75.00 minimum (each)
Community Development Fee	\$500/occupancy unit	

E. MISCELLANEOUS

Re-inspection fee	\$30.00
Failure to call for inspection	\$30.00
Double fees are due if work is started before permit is issued	
Extension to permit (permits are valid for 24 months)	25% of original
fees Agricultural buildings	\$50 minimum

(Fees continued on next page...)

COMMERCIAL PLAN REVIEW FEES**Contractor: E-Plan Exam****(Per Contract Dated 12/22/22, Amended 1/17/23)**

COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION				
1. New construction, additions, alterations and parking lots fees are computed per this table.				
2. New construction and additions are calculated based on total gross floor area of the structure.				
3. A separate plan review fee is charged for each type of plan review.				
Area (Square Feet)	Building Plans	HVAC Plans	Fire Alarm System Plans	Fire Suppression System Plans
Less than 2,500	\$300	\$180	\$100	\$100
2,500 - 5,000	\$350	\$250	\$100	\$100
5,001 - 10,000	\$600	\$350	\$150	\$150
10,001 - 20,000	\$800	\$450	\$200	\$200
20,001 - 30,000	\$1,200	\$600	\$250	\$250
30,001 - 40,000	\$1,600	\$900	\$400	\$400
40,001 - 50,000	\$2,100	\$1,200	\$550	\$550
50,001 - 75,000	\$2,900	\$1,600	\$800	\$800
75,001 - 100,000	\$3,600	\$2,200	\$1,100	\$1,100
100,001 - 200,000	\$6,000	\$2,900	\$1,400	\$1,400
200,001 - 300,000	\$10,500	\$6,700	\$3,300	\$3,300
300,001 - 400,000	\$17,500	\$9,800	\$4,800	\$4,800
400,001 - 500,000	\$18,500	\$12,000	\$6,300	\$6,300
Over 500,000	\$20,000	\$13,500	\$7,100	\$7,100
Note:	1. A Plan Entry Fee of <u>\$200.00</u> shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Structural Plans and other Component Submittals	When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$200.00 plan entry fee per each plan set.			
Accessory Buildings	The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived.			
Early Start	The plan review fee for permission to start construction shall be \$125.00 for all structures less than 2,500 sf. All other structures shall be \$200.00. The square footage shall be computed as the first floor of the building or structure.			
Plan Examination Extensions	The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			

Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$500.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project.			
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.			
COMMERCIAL PLAN REVIEW FEE SCHEDULE – PLUMBING				
1. New construction, alterations and remodeling fees are computed per the following table				
2. New construction fee is calculated based on square footage of the area constructed.				
3. Alterations and remodeling fee is based on the number of plumbing fixtures.				
Area (Square Feet) (New Construction & Additions)	Plumbing Plan Review Fee		Number of Fixtures (Alteration, Remodeling, and Site Work)	Plumbing Plan Review Fee
Less than 3,000	\$300		<15	\$200
3,001 - 4,000	\$400		16-25	\$300
4,001 - 5,000	\$550		26-35	\$450
5,001 – 6,000	\$650		36-50	\$550
6,001 – 7,500	\$700		51-75	\$800
7,501 – 10,000	\$850		76-100	\$900
10,001 – 15,000	\$900		101-125	\$1,050
15,001 – 20,000	\$950		126-150	\$1,150
20,001 – 30,000	\$1,100		>151	\$1,150
30,001 – 40,000	\$1,250		Plus \$160 for each additional 25 fixtures (rounded up) beyond 150 Fixtures	
40,001 – 50,000	\$1,550			
50,001 – 75,000	\$2,100			
Over 75,000	\$2,500			
Plus \$0.0072 per each additional sq. ft. over 75,000 sq. ft.				
Note:	1. A Plan Entry Fee of \$200.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees.			
	2. At the Sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors.			
Determination of Area	The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies.			
Resubmittals & revisions to approved plans	When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate.			
Submittal of plans after construction	Where plans are submitted after construction, the standard late submittal fee of \$500.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees and base fees applied to a project.			
Expedited Priority Plan Review	The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions.			

CITATIONS (VIOLATIONS OF MUNICIPAL CODE)

	Basic Deposit (Forfeiture)	Penalty Surcharge (26%)	Jail Surcharge & Crime	Automation, Court Support & Justice Info Fees	Court Costs (Clerk's Fee)	Total Deposit
Disorderly Conduct	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Parking Citations (First Offense)	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Parking Citations (Second Offense)	\$75.00	\$19.50	\$23.00	\$89.50	\$25.00	\$232.00
Park Regulation Violations	\$55.00	\$14.30	\$23.00	\$89.50	\$25.00	\$206.80
Zoning Violations (Citation increases by \$50 for second and subsequent offenses of the same code section)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Sign Violations	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Land Division Violations	\$50-200.00	\$Varies	\$23.00	\$89.50	\$25.00	\$Varies
Nuisance Code Violations (First Offense)	\$100.00	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Nuisance Code Violations (Second Offense)	\$250.00	\$65.00	\$23.00	\$89.50	\$25.00	\$452.50
Other Violations	\$25.00	\$6.50	\$23.00	\$89.50	\$25.00	\$169.00
Negligent or Willful Septage Discharge	\$500.00	\$130.00	\$23.00	\$89.50	\$25.00	\$767.50
Failure to Clean Septage Receiving Screen	\$100	\$26.00	\$23.00	\$89.50	\$25.00	\$263.50
Short-Term Rental Violation Forfeitures per Ord No. 2023-006 plus surcharges and fees above						

LICENSES & MISCELLANEOUS FEES

<u>License</u>	
Dog License— Unaltered	\$10
Dog License - Spayed or Neutered	\$5
Dog License Late Fee (after March 31)	\$25
Operator's License – 1 year	\$15
Operator's License – 2 year	\$25
Short-Term Rental License	\$1500 initial license; \$1000 if licensed in previous year, plus \$150 each time an application must be returned for completion or additional information
Mobil Food Vendor License	\$500
Cigarette, Electronic Vaping Device & Tobacco Retailers	\$50
Temporary Class "B" Beer (Picnic) License	\$10
Class "A" Beer License	\$100
"Class A" Liquor License	\$500
Class "B" Beer License	\$100
"Class B" Liquor License	\$500
Class "C" Wine License	\$100
300-Seat "Class B" Liquor License	\$500 (<i>subject to licensing criteria and initial issuance fee*</i>)
*Initial Issuance Fee – Reserve Liquor Licenses	\$20,000
Liquor License Publication Fee	\$30

Fees & Taxes

Register of Deed Recording Fees	\$75 minimum (varies by document type, pages, county recording fees, staff time, mileage)
Copies of Recorded Documents	County fee plus staff time and mileage – minimum of \$2 first page, \$1 each additional page above county fee
Notary Services	\$5/document
Public Records Copying Fee	\$0.25/page, plus postage, if applicable (research fee may be applied if the record is not readily available)
Fax Charge	\$0.25/page
Public Records Requests	\$0.25/page, plus postage and staff time (hourly rate, deposit required)
Special Assessment Letter Request – Village	\$30
Special Assessment Letter Request – Utilities	\$30
Sales Tax	5.50%
Room Tax	8.00%
Premier Resort Area Tax	0.05%
Nonsufficient Fees Charge	\$25

Rental Fees (Security deposit may be required; rates include sales tax)

Facility Rentals:

Village Hall	\$30/hr. or \$200/day
Gazebo	\$75/day
TKH Building	\$75/day
Sports Complex Pavilion	\$150/day
Sports Complex Ball Fields	\$50/day
Sports Complex Tennis/ Pickleball Courts	\$10/2 hr. time block
Fire Station – Lg. Meeting Rm	\$50/day
Fire Station – Sm. Meeting Rm	\$25/day

Park/Special Rentals: (Cost is Friday-Monday to accommodate tent rental companies)

Waterfront Park	\$1900
(May, June, Sept, Oct.)	
Waterfront Park	\$3500
(July & August)	
Marina Park	\$1500
(May, June, Sept, Oct.)	
Marina Park	\$2500
(July & August)	
Ice Rink Tournaments	\$1500 plus \$1000 retainer for clean-up and repair

SEWER & WATER

As prescribed by the Public Service or Commission or adopted by the Sewer and Water Utility Committee in the preceding summer. Refer to Committee minutes for most recent rate schedule.

MARINA**Launch Fees:**

Daily Launch Pass	\$10.00
Non-Commercial Seasonal Launch Pass	\$100.00
Commercial Seasonal Launch Pass	\$300.00

Dockage Rates:

Seasonal Slip - Sister Bay Property Owner	\$149.00/ft. of slip
Seasonal Slip – Non-Sister Bay Prop. Owner	\$157.00/ft. of slip
In-Season Transient dockage (Based on Length of boat) - May 15-Oct. 17	\$2.65 + tax/per foot 20'-39' \$2.75 + tax/per foot 40'-49' \$2.85 + tax/per foot 50'-59' \$2.95 + tax/per foot 60'-69' \$3.05 + tax/per foot 70'+
Late Season Transient dockage – Lmted. Avail. Su-Th ONLY, weekends are regular rates Sept. 15 - Oct. 15	\$35.00/day (Su-Th ONLY)
Failure to Remove Boat at Close of Season (Oct. 15 is Marina Closing)	\$2.50/ft. per day, 20' minimum

Commercial Vendor Fees:

1.5 x Seasonal Property Owner Rate for 2025

Miscellaneous:

Sanitary Pump Out	\$25.00 (up to 60 gallons) – PAY IN ADVANCE
Ice – 7.5 lb. bag	\$2.50
Ice – 10 lb. block	\$3.50
Water & Gatorade	\$2.00
Candy	\$2.00
Washer/Dryer Use	Washer \$2.00 per load/Dryer \$2.00 per load
Laundry Detergent, Fabric Sheets	\$1.00

All fees are due upon receipt of service unless alternate arrangements have been made with the Marina Manager. Late payment charge of 1%, but not less than \$0.50, applies and will be assessed on a monthly basis.



STAFF REPORT

Item 8.h. – ENFORCEMENT ACTIONS

Date: July 15, 2025

Board/Committee: Village Board

Author: Julie A. Schmelzer

Wednesday evening I received a request from the Village President that he wanted a discussion on the enforcement actions (those resulting in citations) for the last sixty days. He particularly indicated one trustee wanted an update on the *Happy Coffee* violations, and one wanted updates on the violation(s) at the Short-Term Rental across from the Administrative Building (Beyer).

Due to when the request was received, and fact that all our violations are not held in one folder or drawer, and, our Code Compliance Officer is part time and gone for the remainder of the week, I explained I couldn't give him a listing of all violations from the past sixty days. But, I did have access to the Code Compliance Officer's files and could provide information on the cases requested to be discussed at the Board meeting.

You've received a copy of Happy Coffee's letter last month, and a link to it this month, and a copy of the Beyer email. Below are the summaries from the file.

Happy Coffee

June 8, 2023 – Village issues a permit to a previous owner for a sandwich board sign. Sign is vertical weathered wood with a blue sign that reads, 'Drink Local Coffee'.

February 13, 2025 – The owner of Happy Coffee applies for a permit for a new ground sign. The permit is issued February 25, 2025.

April 29, 2025 – Staff follows up on an inquiry about Happy Coffee's new signs. She inspects and sees a sandwich board sign that is metal, and reads, 'We're open every day at 6:30 AM, Order Online'. She checks the file – no application had been submitted for the new sandwich board sign. She also notes a sign on the door. It is a large coffee cup, with the word 'happy' across the top. [Records show in 2018 there was no signage on the door; in 2019 there was a sign in the window above the door; and in 2024 the sign in the window above the door had been removed, and a sign was on the door only (a 'stack of stones').]

May 15, 2025 – Staff writes owner about alleged violations. Letter is returned in that the owner's address had not been updated on the county's land records site.

May 19, 2025 - Staff emails the owner a letter and explains the code requirements and explains that due to the type of sandwich board sign (metal, text does not change), and size of the sign on the door, she cannot issue a permit for each of the signs. She explains to remedy the situation, the signs need to be

removed until permits can be obtained, and gives a removal deadline of May 23, 2025 (in other words, she emailed her on Monday and asked it be removed on or before Friday). Thirty-five minutes later the owner emails staff back explaining she thought she had a sandwich board sign permit on file, and that the door signage was not considered signage. She asks who filed the complaint, and explains it would have been helpful to receive the letter back in April. The owner asks for a little more time to bring the signage into compliance. Staff writes back twenty minutes later and says, “I am certainly willing to work with you with regards to the door decal and sandwich board sign. The sandwich board sign is easy, that can be removed immediately. As for the door decal, I can certainly give you until June 2, 2025 to remove it [after Memorial Day weekend]”. Staff did not reply regarding who complained because she knew the owner had already called the Plan Commission Chair who told the owner she had called the office to see if permits had been issued. And, she did not reply to the comment about wishing staff had contacted earlier in that March to May is ‘short-term rental’ season and they are the top priority at that time of year; staff is part time and already overwhelmed trying to review STR applications, and violations sometimes need to ‘take a back seat’.

May 31, 2025 (Saturday) – The owner writes staff, copies the Plan Commission. Says she’s following up on prior emails about the sandwich board sign “as I haven’t heard back”. She includes the staff email explaining it had to be removed. Owner requests an extension on removing the door decal and requests the Plan Commission review the matter. She explains the previous owner had a similar door decal. She requests a copy of the ‘complaint’. She requests a compliance extension so the matter can be clarified with the commission.

June 2, 2025 (Monday) – Staff discusses the requested review with her Supervisor. Supervisor explains the code is written such that if the owner thinks staff errored, they can appeal, but that is costly, and the more cost effective route is to ask for a ‘courtesy review’ before the Plan Commission.

June 3, 2025 - Staff shares the information with the owner’s husband and explains they can file for a ‘courtesy review’, and explains the deadline for the next Plan Commission meeting is June 10th. Owner writes back saying they have made arrangements to remove the sign on the door and explains it will take time and requests an extension to June 10th. She explains her old sandwich board sign broke, and she was unaware she couldn’t replace it, and she’ll apply for a new permit for the new sign [staff had previously written her the sign could not get a permit unless it met the code requirements staff provided in the earlier letter]. She again asks for a copy of the complaint. Staff writes back acknowledging contractors are busy and extends the compliance deadline to June 17, 2025.

June 13, 2025 – Owner writes the Board [see correspondence].

June 17, 2025 –Owner applies for a permit for a sandwich board sign. Board meets, remands letter to Plan Commission.

June 19, 2025 – Supervisor writes owner letting her know the Board remanded the letter to the Plan Commission, and the Plan Commission requires a fee to review matters. She asks the owner for clarification on what the owner is looking for – is it to ask the Plan Commission to take into account art related signage, and make the code more clear? Supervisor explains if owner needs more time to comply with the code, to let her know [owner did not follow up and request more time]. Supervisor also explains she saw the application for a permit for the sandwich board sign: “Remember, if the text

on sign doesn't change, the size of the sign counts towards the total of all the signage allowed. Before we process your check, are you sure you want to proceed with a permanent text sandwich board sign? If we do, it means *even less* signage you can have on your door and wall. (I also don't think it can be approved because it's a metal sign.)". Owner writes back explaining there was a mistake and they did not request a review by the Plan Commission. Owner adds, "Regarding our sandwich board application nothing really has changed in the usage of such, we just had to replace the frame because our other one fell and broke. This being said, we will continue to change the text on the sandwich board as we always have." Supervisor responds, "If the sandwich board is different than the one already permitted, I'll need a drawing for the PC Chair to review and approve. But, yes, if you're tight on signage one with changeable copy helps since its area isn't counted against the total of all signage allowed." [Last correspondence.]

Beyer

June 23, 2025 – Owner applies for a short-term rental license. Application shows all parking to be in the garage and on the driveway. The property rules they are to post in the home read, "no parking on the grass", and, "garbage bins are to remain by the road and not be overfilled". License is issued June 25, 2025.

June 24, 2025 – Staff emails the owner regarding a van parked on the grass (north side of the home). Owner responds, 'no worries'.

June 28, 2025 (Saturday) – Van parked on the grass. Garbage at curb, overflowing.

June 30, 2025 – Staff writes owner issuing a citation for parking on the grass, includes photo of the garbage.

July 1, 2025 – Owner writes apologizing explaining her STR license wasn't effective until July 1, so she thought she could park on the grass until July 1.

July 9, 2025 – Owner sends letter to Board.



Village of Sister Bay Board Report

Meeting Date: July 15, 2025

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

Bills By Type	Amount	Total
Village bills prepaid	\$ 181,949.64	
Bank fees & bills paid electronically	531.12	
<i>Village Total</i>		\$ 182,480.76
Special Revenue Funds bills	\$ 122.42	
Special Revenue Sales Tax	-	
Bank fees & bills paid electronically	-	
<i>Minor Funds Total</i>		\$ 122.42
Debt Service Village	\$ -	
Special Revenue	-	
Marina	-	
Utilities	-	
<i>Debt Service Total</i>		\$ -
CIP/TIF bills prepaid	\$ 1,198,919.66	
CIP/TIF Bank fees paid electronically	-	
<i>CIP/TIF total</i>		\$ 1,198,919.66
Water fund bills prepaid	\$ 29,147.38	
Wastewater fund bills prepaid	34,993.71	
Collection fund bills prepaid	100,939.57	
Bank fees & bills paid electronically	-	
<i>Utility total</i>		\$ 165,080.66
Marina bills prepaid	\$ 81,149.24	
Marina sales tax	2,176.28	
Marina credit card fees & bills paid by EFT	906.69	
<i>Marina Total</i>		\$ 84,232.21
Net payroll: PR 6/27 and 7/5 BP 6/30	\$ 99,499.76	
State taxes paid online	5,077.04	
Retirement paid online	10,859.59	
<i>Payroll/taxes total</i>		\$ 115,436.39
TOTAL ALL BILLS		\$ 1,746,272.10

Respectfully submitted,

Volodymyr Gannik
Finance Director/Village Treasurer

VILLAGE OF SISTER BAY

Payment Approval Report - Village
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Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 06/14/2025-07/11/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
61637									
61637	PITNEY BOWES INC	7/1/25 4829945	POSTAGE FOR METER	07/01/2025	2,000.00	2,000.00	07/03/2025		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	4,024.15	4,024.15	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	4,024.15	4,024.15	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	941.13	941.13	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	941.13	941.13	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	832.94	832.94	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	832.94	832.94	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	194.82	194.82	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	194.82	194.82	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	3,446.70	3,446.70	07/10/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	3,446.70	3,446.70	07/10/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	806.08	806.08	07/10/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	806.08	806.08	07/10/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	7,790.04	7,790.04	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	574.19	574.19	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	4,808.89	4,808.89	07/10/2025		100
30751									
30751	GREAT-WEST TRUST COMP	PR0621250	Great West Deferred Comp. DEF	06/24/2025	160.00	160.00	06/24/2025		100
30751	GREAT-WEST TRUST COMP	PR0621250	Great West Deferred Comp. DEF	06/24/2025	100.00	100.00	06/24/2025		100
30751	GREAT-WEST TRUST COMP	PR0705250	Great West Deferred Comp. DEF	07/10/2025	160.00	160.00	07/10/2025		100
30751	GREAT-WEST TRUST COMP	PR0705250	Great West Deferred Comp. DEF	07/10/2025	100.00	100.00	07/10/2025		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125000202508	HEALTH INS. - EMPLOYER AMT	07/09/2025	19,338.25	19,338.25	07/10/2025		100
20438	DEPT OF EMPLOYEE TRUS	125000202508	HEALTH INS. - EMPLOYEE AMT	07/09/2025	3,412.63	3,412.63	07/10/2025		100
20438	DEPT OF EMPLOYEE TRUS	125000202508	DENTAL INS. - EMPLOYER AMT	07/09/2025	737.02	737.02	07/10/2025		100
20438	DEPT OF EMPLOYEE TRUS	125000202508	DENTAL INS. - EMPLOYEE AMT	07/09/2025	130.06	130.06	07/10/2025		100
71891									
71891	SECURIAN FINANCIAL GRO	August 2025	LIFE INSURANCE PREMIUMS -	07/09/2025	304.70	304.70	07/10/2025		100
1001304									
10013	FIRST UNUM LIFE INSURAN	July 2025	LTD INSURANCE JULY	06/18/2025	317.17	317.17	06/20/2025		100
31809									
31809	HSABANK	July and Secon	EMPLOYEE CONTRIBUTION - J	07/09/2025	435.00	435.00	07/10/2025		100
31809	HSABANK	July and Secon	EMPLOYER CONTRIBUTION - 2	07/09/2025	29,525.00	29,525.00	07/10/2025		100
31809	HSABANK	June	EMPLOYEE CONTRIBUTION - J	06/17/2025	435.00	435.00	06/20/2025		100
1001288									
10012	WI SCTF	C.S. 06272025	CHILD SUPPORT - 06/27/25 PAY	06/25/2025	262.61	262.61	06/27/2025		100
1001344									
10013	DOOR COUNTY CLERK OF	23FA62-06272	06/27/25 PAYROLL WITHHOLDIN	06/25/2025	25.00	25.00	06/27/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	TOM SADLER RECOGNITION	06/27/2025	70.74	70.74	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	DOMAIN SUPPORT	06/27/2025	23.17	23.17	06/27/2025		100
1001163									
10011	PLANET TECHNOLOGIES IN	I012106	ANNUAL MICROSOFT LICENSE	06/25/2025	1,211.95	1,211.95	06/27/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	FINANCE CMTE MEMBERS STU	06/27/2025	90.00	90.00	06/27/2025		100
61614									
61614	PENINSULA PULSE	35673	BOARD NOTICES	06/01/2025	177.87	177.87	07/03/2025		100
61614	PENINSULA PULSE	35673	BID ADDENDUM NOTICE	06/01/2025	10.84	10.84	07/03/2025		100
61614	PENINSULA PULSE	35766	NOTICE PROPERTY TAXES	06/01/2025	63.70	63.70	06/20/2025		100

VILLAGE OF SISTER BAY

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001236									
10012	CONWAY OLEJNICZAK & JE	54716	WHITE STR CASE	04/30/2025	67.50	67.50	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	54716	SMIDT & WEIGERT STR	04/30/2025	697.50	697.50	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	54716	VILLAGE MATTERS	04/30/2025	4,657.50	4,657.50	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	ZITO VARIANCE PETITION	05/31/2025	225.00	225.00	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	FIBER AGREEMENT	05/31/2025	675.00	675.00	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	MARRY CULLEN STR CITATION	05/31/2025	225.00	225.00	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	ICE RINK LEASE AGREEMENT	05/31/2025	540.00	540.00	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	HOFFMAN FAMILY DEV	05/31/2025	202.50	202.50	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	VILLAGE MATTERS	05/31/2025	922.50	922.50	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55873	WHITE STR CASE	05/31/2025	300.00	300.00	07/03/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	HEIDI TEICH RECOGNITION	06/27/2025	98.16	98.16	06/27/2025		100
12242									
12242	GA COMPUTER SERVICES	6746	2 YR SSL CERTS	05/31/2025	480.00	480.00	06/20/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	BEEN VERIFIED ADMIN	06/27/2025	28.37	28.37	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	ADOBE ADMIN	06/27/2025	21.09	21.09	06/27/2025		100
12242									
12242	GA COMPUTER SERVICES	6773	SERVER BACKUP MONTHLY	06/13/2025	82.63	82.63	06/20/2025		100
12242	GA COMPUTER SERVICES	6773	COMPUTER MONITORING/SER	06/13/2025	360.00	360.00	06/20/2025		100
1001163									
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	967.11	967.11	06/27/2025		100
41316									
41316	MARCO INC	39491294	GENERAL COPIES	06/20/2025	113.68	113.68	07/10/2025		100
41316	MARCO INC	39491294	ZONING COPIES	06/20/2025	24.26	24.26	07/10/2025		100
41316	MARCO INC	39491294	STR COPIES	06/20/2025	195.33	195.33	07/10/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	99.00	99.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	LATE FEES	06/27/2025	35.00	35.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	INTEREST CHARGE	06/27/2025	83.59	83.59	06/27/2025		100
17700									
17700	SUSAN J CLARKE	June-July Milea	JUNE MILEAGE REIMBURSEME	07/09/2025	44.10	44.10	07/10/2025		100
17700	SUSAN J CLARKE	June-July Milea	JULY MILEAGE REIMBURSEME	07/09/2025	98.70	98.70	07/10/2025		100
1001163									
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	281.56	281.56	06/27/2025		100
61614									
61614	PENINSULA PULSE	35673	LIQ LIC NOTICES	06/01/2025	363.81	363.81	07/03/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	WMCA SUE CLARKE	06/27/2025	50.00	50.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	400.00	400.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	99.00	99.00	06/27/2025		100
1001335									
10013	HUMAN RESOURCES CON	17391	BENEFITS CONSULTING	06/17/2025	575.05	575.05	06/20/2025		100
10013	HUMAN RESOURCES CON	17460	BENEFITS CONSULTING	07/02/2025	375.00	375.00	07/10/2025		100
17515									
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	1,800.80	1,800.80	06/20/2025		100
1001163									
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	281.56	281.56	06/27/2025		100
82350									
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - PW BUILDING C	06/30/2025	59.17	59.17	07/10/2025		100
73003									
73003	VERIZON BUSINESS	61416893	VILLAGE PHONE - LONG DISTA	07/09/2025	.29	.29	07/10/2025		100
1001233									
10012	NEXTIVA INC	40004972072	PHONE - PUBLIC WORKS	07/01/2025	55.45	55.45	07/10/2025		100
12242									
12242	GA COMPUTER SERVICES	6773	PARKS BLDG INTERNET	06/13/2025	20.45	20.45	06/20/2025		100

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001347									
10013	Rae-Cor Distributing	054142	CUSTODIAL SUPPLIES	06/23/2025	1,135.24	1,135.24	06/27/2025		100
12242									
12242	GA COMPUTER SERVICES	6773	VH INTERNET WI/FI	06/13/2025	13.64	13.64	06/20/2025		100
10001									
10001	A-1 ELEVATOR SALES & SE	24007	SEMI-ANNUAL SERVICE	07/02/2025	175.50	175.50	07/03/2025		100
61547									
61547	ORKIN PEST CONTROL INC	279189928	PEST CONTROL AT FS - MAY 20	06/01/2025	118.01	118.01	06/20/2025		100
61547	ORKIN PEST CONTROL INC	36169181 June	PEST CONTROL AT FS - JULY 2	06/02/2025	119.00	119.00	06/20/2025		100
17525									
17525	CULLIGAN OF STURGEON	D-94934	WATER SOFTENER SALT - FS	05/30/2025	107.00	107.00	06/20/2025		100
1001233									
10012	NEXTIVA INC	40004972072	PHONE - ADMIN	07/01/2025	142.57	142.57	07/10/2025		100
100516									
10051	INNOVATIVE PRINTING LLC	39076	ID BADGE - ADMIN	06/23/2025	15.00	15.00	07/03/2025		100
71927									
71927	SISTER BAY/LIBERTY GRO	3 rd Qtr Suppor	SUPPORT	06/30/2025	42,758.00	42,758.00	07/03/2025		100
40963									
40963	INSPECTION SPECIALISTS	May 2025	BUILDING INSPECTION - MAY	06/17/2025	580.50	580.50	06/20/2025		100
71926									
71926	SISTER BAY SEWER & WAT	63226	PW BLDG WATER USE	06/30/2025	4.13	4.13	07/03/2025		100
71926	SISTER BAY SEWER & WAT	63226	HYDRANT USE	06/30/2025	150.00	150.00	07/03/2025		100
1001163									
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	1,970.95	1,970.95	06/27/2025		100
1316									
1316	MARCO INC	39491294	PUBLIC WORKS COPIES	06/20/2025	28.32	28.32	07/10/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	250.00	250.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	PARKS HARDWARE	06/27/2025	3.48	3.48	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	PARKS HARDWARE	06/27/2025	25.97	25.97	06/27/2025		100
61630									
61630	PIGGLY WIGGLY	7/1/25 Acct#40	DISTILLED WATER- PARKS	07/01/2025	9.24	9.24	07/10/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	FORNITURE PARKS	06/27/2025	100.00	100.00	06/27/2025		100
13260									
13260	BHIRDO'S BY THE BAY	May 2025	VILLAGE GAS	06/15/2025	500.25	500.25	06/20/2025		100
71931									
71931	SISTER BAY PETRO	Sister Bay Petr	VILLAGE GAS	06/10/2025	658.28	658.28	06/20/2025		100
34850									
34850	HOCKERS EXCAVATING IN	4210	REPAIRS	06/10/2025	1,016.72	1,016.72	06/20/2025		100
1001314									
10013	PATRIOT ENTERPRISE LLC	28786	5012CP	06/23/2025	144.92	144.92	06/27/2025		100
20451									
20451	DOOR COUNTY HIGHWAY D	2025-3300020	STREET SWEEPING	06/17/2025	4,247.94	4,247.94	07/03/2025		100
10005									
10005	ACTION ELECTRIC INC	1871.1	POST OFFICE PEDESTAL REPAI	04/01/2025	1,046.75	1,046.75	06/20/2025		100
71920									
71920	SISTER BAY ADVANCEMEN	2684	SHUTTLE STOP SIGNS AND PO	06/30/2025	558.50	558.50	07/03/2025		100
13260									
13260	BHIRDO'S BY THE BAY	May 2025	SHUTTLE BUS GAS	06/15/2025	268.45	268.45	06/20/2025		100
71930									
71930	SISTER BAY/LIBERTY GRO	3 rd Qtr Suppor	3RD QTR SUPPORT	06/30/2025	10,016.00	10,016.00	07/03/2025		100
72051									
2051	TRUGREEN*CHEMLAWN	209897185	LAWN TREATMENT -SC	06/01/2025	401.54	401.54	06/20/2025		100
1001209									
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	HONDA GENUINE OEM BLADE	06/17/2025	80.66	80.66	06/20/2025		100

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41205									
41205	WISCONSIN BUILDING SUP	LA2002280-00	GENERAL SUPPLIES	06/01/2025	11.67	11.67	06/20/2025		100
1001209									
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	KING INNOVATION 20210 DRYC	06/17/2025	14.08	14.08	06/20/2025		100
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	RAIN-BIRD SOLASSG4 SOLENO	06/17/2025	182.25	182.25	06/20/2025		100
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	RAIN BIRD WPCONN10 WATER	06/17/2025	17.94	17.94	06/20/2025		100
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	ORBIT 57084 EASY SEAL MULTI	06/17/2025	12.50	12.50	06/20/2025		100
1001175									
10011	ERIK LINCZMAIER	June Menards	MENARDS PARKS	06/16/2025	115.92	115.92	06/20/2025		100
71935									
71935	THE SPRINKLER CO INC	99756	SPRINKLER REPAIRS - WFP	06/06/2025	1,306.25	1,306.25	06/20/2025		100
14310									
14310	CAPTAIN COMMODOES INC	166	COMMODE RENTAL - BASEBAL	05/28/2025	200.00	200.00	06/27/2025		100
71935									
71935	THE SPRINKLER CO INC	99776	SPRINKLER REPAIRS -SC	06/06/2025	256.50	256.50	06/20/2025		100
1001233									
10012	NEXTIVA INC	40004972072	PHONE - SPORTS COMPLEX	07/01/2025	27.72	27.72	07/10/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	MOUND CLAY SPORT COMPLE	06/27/2025	339.95	339.95	06/27/2025		100
20451									
20451	DOOR COUNTY HIGHWAY D	2025-3300020	FIELD ROLLING HARDBALL	06/17/2025	610.19	610.19	07/03/2025		100
20451	DOOR COUNTY HIGHWAY D	2025-3300020	FIELD ROLLING SOFTBALL	06/17/2025	440.66	440.66	07/03/2025		100
20507									
20507	EAGLE MECHANICAL INC	34367	BACK FLOW TEST/ REPAIR	06/17/2025	459.88	459.88	07/10/2025		100
1001312									
10013	STANTEC CONSULTING SE	2409699	PROFESSIONAL SERVICES- AP	06/11/2025	1,767.25	1,767.25	06/20/2025		100
10013	STANTEC CONSULTING SE	2409699	PROFESSIONAL SERVICES- MA	06/11/2025	440.00	440.00	06/20/2025		100
31780									
31780	CARLA HECK	Mileage April-J	ZONING MILEAGE REIMBURSE	07/09/2025	20.02	20.02	07/10/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	ZONING ADOBE	06/27/2025	239.88	239.88	06/27/2025		100
61614									
61614	PENINSULA PULSE	35673	ZONING NOTICES	06/01/2025	163.65	163.65	07/03/2025		100
61614	PENINSULA PULSE	35673	ZITO PH NOTICE	06/01/2025	109.36	109.36	07/03/2025		100
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	150.00	150.00	06/27/2025		100
82350									
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - INFO BOOTH	06/30/2025	56.28	56.28	07/10/2025		100
Total 100:					181,949.64	181,949.64			
1001163									
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	122.42	122.42	06/27/2025		205
Total 205:					122.42	122.42			
10005									
10005	ACTION ELECTRIC INC	2060	ELECTRICAL REPAIR SPORTS	05/16/2025	2,377.64	2,377.64	07/10/2025		400
1001312									
10013	STANTEC CONSULTING SE	2409694	PW BUILDING - SANITARY EXT	06/11/2025	13,500.00	13,500.00	06/20/2025		400
10013	STANTEC CONSULTING SE	2409699	PW BUILDING	06/11/2025	1,144.00	1,144.00	06/20/2025		400
1001320									
10013	MCMAHON ASSOCIATES IN	603743	VH SCHEMATIC DESIGN	06/11/2025	4,927.50	4,927.50	06/27/2025		400
101343									
10013	ALLIANCE CONSTRUCTION	4441	DPW BUILDING - DRAW 8	06/25/2025	434,505.34	434,505.34	06/27/2025		400
10013	ALLIANCE CONSTRUCTION	4462	DPW BUILDING - DRAW 9	07/09/2025	491,886.99	491,886.99	07/10/2025		400

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1001356									
10013	Thomas L.Salzsider	1	3- 6' B&B BLACK HILL SPRUCE	05/13/2025	1,275.00	1,275.00	07/10/2025		400
1001357									
10013	Great Lakes Grading & Excav	345703	PWB - FINAL BILL	05/12/2025	244,486.75	244,486.75	06/27/2025		400
10013	Great Lakes Grading & Excav	345703	PWB - ACTION ELECTRIC DED	05/12/2025	1,188.82-	1,188.82-	06/27/2025		400
10013	Great Lakes Grading & Excav	345703	PWB - SALSIEDER LANDSCAPE	05/12/2025	672.57-	672.57-	06/27/2025		400
12242									
12242	GA COMPUTER SERVICES	6760	SERVER UPGRADE-INTERNET	06/27/2025	5,820.00	5,820.00	06/27/2025		400
80016									
80016	WI DEPT OF TRANSPORTAT	395-00003977	HWY 57 TRAIL	06/02/2025	417.83	417.83	07/03/2025		400
1001324									
10013	CLIMATE CHANGE COALITI	#2510	TREE SEEDLINGS - TRAYS WIT	06/10/2025	440.00	440.00	06/20/2025		400
Total 400:					1,198,919.66	1,198,919.6			
100691									
10069	MIDWEST METER INC	0179122-IN	3/4" METER REGISTER 24 EA, C	06/25/2025	6,720.00	6,720.00	07/03/2025		610
1001239									
10012	MEGAN BARNES	Barnes Reimbu	MILEAGE REIMBURSEMENT- W	07/09/2025	57.40	57.40	07/10/2025		610
1001256									
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- W	07/09/2025	11.34	11.34	07/10/2025		610
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- W	07/09/2025	10.89	10.89	07/10/2025		610
101216									
10121	HYDROCORP	CI-07070	COMMERCIAL CROSS CONNEC	06/30/2025	444.79	444.79	07/10/2025		610
82350									
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - WATER	06/30/2025	702.68	702.68	07/10/2025		610
82350	WI PUBLIC SERVICE	June25040716	WELL #3 - SISTER BAY	06/16/2025	1,118.32	1,118.32	06/27/2025		610
30701									
30701	FRONTIER	June25.292015	PHONES-W	06/25/2025	453.97	453.97	07/10/2025		610
17506									
17506	CELLCOM	932440	UTILITIES PHONE - W	07/05/2025	84.66	84.66	07/10/2025		610
100541									
10054	ITU ABSORB TECH	8556640	RAGS- W	06/24/2025	7.05	7.05	07/03/2025		610
71931									
71931	SISTER BAY PETRO	Sister Bay Petr	UTILITY GAS - W	06/10/2025	53.05	53.05	06/20/2025		610
1001312									
10013	STANTEC CONSULTING SE	2409699	GIS - UTIL	06/11/2025	818.63	818.63	06/20/2025		610
17515									
17515	CIVIC SYSTEMS LLC	INV-07604	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	758.34	758.34	06/27/2025		610
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	533.44	533.44	06/20/2025		610
100091									
10009	BADGER METER INC	80200999	ORION CELLULAR UNITS-W	06/28/2025	28.25	28.25	07/03/2025		610
10009	BADGER METER INC	80203961	ORION CELLULAR UNITS-W	07/03/2025	29.41	29.41	07/10/2025		610
10009	BADGER METER INC	90066318	ORION CELLULAR UNITS-W	07/04/2025	28.25-	28.25-	07/10/2025		610
1001163									
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	422.35	422.35	06/27/2025		610
100841									
10084	US POSTAL SERVICE	2025 2nd Qtr U	UTILITY BILL MAILING- W	06/19/2025	148.67	148.67	06/20/2025		610
41316									
41316	MARCO INC	39491294	UTILITIES COPIES - W	06/20/2025	23.45	23.45	07/10/2025		610
41316	MARCO INC	557507209	UTILITIES COPIES - W	06/06/2025	34.36	34.36	06/20/2025		610
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	UTILITY EASEMENT INQUIRY L	06/27/2025	14.48	14.48	06/27/2025		610
J0336									
10033	DORNER PRODUCTS INC	516099	PRV REFURBISHMENT (GATEW	06/16/2025	9,622.00	9,622.00	07/03/2025		610
10033	DORNER PRODUCTS INC	516099	PRV SPRINGS	06/16/2025	138.00	138.00	07/03/2025		610
10033	DORNER PRODUCTS INC	516099	ISOLATION VALVES REPLACEM	06/16/2025	5,492.00	5,492.00	07/03/2025		610

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100491									
10049	HAWKINS INC	7099536	CHLORINE CYLINDER RENTAL	06/15/2025	10.00	10.00	06/20/2025		610
10049	HAWKINS INC	7119024	CHEMICALS - WELL #1 AZONE	07/01/2025	275.90	275.90	07/10/2025		610
10049	HAWKINS INC	7119024	CHEMICALS - WELL #3	07/01/2025	275.90	275.90	07/10/2025		610
101207									
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	15134 - FLASHLIGHT	06/30/2025	69.99	69.99	07/03/2025		610
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14394 - WIRE WHELL AND WIRE	06/30/2025	12.18	12.18	07/03/2025		610
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14549 - PAINT BRUSHES	06/30/2025	14.18	14.18	07/03/2025		610
17515									
17515	CIVIC SYSTEMS LLC	INV-07604	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	368.20	368.20	06/27/2025		610
100091									
10009	BADGER METER INC	80200999	ORION CELLULAR UNITS-LGUD	06/28/2025	30.03	30.03	07/03/2025		610
10009	BADGER METER INC	80203961	ORION CELLULAR UNITS-LGUD	07/03/2025	30.03	30.03	07/10/2025		610
10009	BADGER METER INC	90066318	ORION CELLULAR UNITS-LGUD	07/04/2025	30.03-	30.03-	07/10/2025		610
101216									
10121	HYDROCORP	CI-07070	COMMERCIAL CROSS CONNEC	06/30/2025	11.21	11.21	07/10/2025		610
82350									
82350	WI PUBLIC SERVICE	June25040716	WELL #3 - LGUD	06/16/2025	372.78	372.78	06/27/2025		610
41316									
41316	MARCO INC	39491294	LGUD #1 COPIES	06/20/2025	7.73	7.73	07/10/2025		610
Total 610:					29,147.38	29,147.38			
1001239									
10012	MEGAN BARNES	Barnes Reimbu	MILEAGE REIMBURSEMENT- W	07/09/2025	57.40	57.40	07/10/2025		620
1001256									
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- W	07/09/2025	11.34	11.34	07/10/2025		620
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- W	07/09/2025	20.07	20.07	07/10/2025		620
82350									
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - WASTEWATER	06/30/2025	5,838.74	5,838.74	07/10/2025		620
30701									
30701	FRONTIER	June25.292015	PHONES-WW	06/25/2025	453.98	453.98	07/10/2025		620
1001233									
10012	NEXTIVA INC	40004972072	PHONE - WW PLANT	07/01/2025	114.85	114.85	07/10/2025		620
17506									
17506	CELLCOM	932440	UTILITIES PHONE - WW	07/05/2025	156.09	156.09	07/10/2025		620
30750									
30750	GOING CO INC	280311	WWTP RUBBISH REMOVAL	07/01/2025	140.97	140.97	07/10/2025		620
1001236									
10012	CONWAY OLEJNICZAK & JE	54716	LIB GROV/WWTP MATTER	04/30/2025	1,147.50	1,147.50	07/03/2025		620
10012	CONWAY OLEJNICZAK & JE	55872	LIB GROVE/WWTP MATTER	05/31/2025	135.00	135.00	07/03/2025		620
1001320									
10013	MCMAHON ASSOCIATES IN	939558	WWTP ASSESSMENT, FEASIBIL	06/25/2025	867.00	867.00	07/10/2025		620
100541									
10054	ITU ABSORB TECH	8556640	WWTP LAUNDRY SERVICE	06/24/2025	82.92	82.92	07/03/2025		620
10054	ITU ABSORB TECH	8556640	RAGS- WW	06/24/2025	13.01	13.01	07/03/2025		620
14310									
14310	CAPTAIN COMMODES INC	66438	SLUDGE HAULING	06/09/2025	1,980.00	1,980.00	07/03/2025		620
14310	CAPTAIN COMMODES INC	1131	SLUDGE HAULING	06/23/2025	2,475.00	2,475.00	07/03/2025		620
71931									
71931	SISTER BAY PETRO	Sister Bay Petr	UTILITY GAS - WW	06/10/2025	97.80	97.80	06/20/2025		620
41218									
41218	AIRGAS	5517821602	CYLINDER LEASE RENEWAL	07/01/2025	266.06	266.06	07/10/2025		620
17515									
17515	CIVIC SYSTEMS LLC	INV-07604	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	1,398.18	1,398.18	06/27/2025		620
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	983.53	983.53	06/20/2025		620

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100091									
10009	BADGER METER INC	80200999	ORION CELLULAR UNITS-WW	06/28/2025	52.08	52.08	07/03/2025		620
10009	BADGER METER INC	80203961	ORION CELLULAR UNITS-WW	07/03/2025	54.23	54.23	07/10/2025		620
10009	BADGER METER INC	90066318	ORION CELLULAR UNITS-WW	07/04/2025	52.08-	52.08-	07/10/2025		620
1001289									
10012	INTEGRATED PROCESS SO	SI002996	UPS BATTERY REPLACEMENT	06/11/2025	615.55	615.55	06/20/2025		620
1001163									
10011	PLANET TECHNOLOGIES IN	I012106	ANNUAL MICROSOFT LICENSE	06/25/2025	844.69	844.69	06/27/2025		620
100841									
10084	US POSTAL SERVICE	2025 2nd Qtr U	UTILITY BILL MAILING- WW	06/19/2025	274.10	274.10	06/20/2025		620
41316									
41316	MARCO INC	39491294	UTILITIES COPIES - WW	06/20/2025	43.23	43.23	07/10/2025		620
41316	MARCO INC	557507209	UTILITIES COPIES - WW	06/06/2025	63.36	63.36	06/20/2025		620
41218									
41218	AIRGAS	5517324541	RENTAL FOR ARGON, ACETYLE	06/30/2025	62.55	62.55	07/10/2025		620
61630									
61630	PIGGLY WIGGLY	7/1/25 Acct#40	UTILITY SUPPLIES	07/01/2025	20.67	20.67	07/10/2025		620
101207									
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14887 - SOFTNER PELLETS	06/30/2025	17.98	17.98	07/03/2025		620
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14309 - BATTERIES - LAB THER	06/30/2025	13.99	13.99	07/03/2025		620
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14701 - ROLLER FOR GARAGE	06/30/2025	9.99	9.99	07/03/2025		620
100491									
10049	HAWKINS INC	7118131	WWTP-FERRIC	06/27/2025	15,959.59	15,959.59	07/10/2025		620
100731									
10073	NCL OF WISCONSIN INC	521878	LAB CHEMICALS	06/30/2025	585.36	585.36	07/10/2025		620
10073	NCL OF WISCONSIN INC	521878	LAB SUPPLIES	06/30/2025	181.25	181.25	07/10/2025		620
41316									
41316	MARCO INC	39491294	LGUD #1 COPIES	06/20/2025	7.73	7.73	07/10/2025		620
Total 620:					34,993.71	34,993.71			
1001239									
10012	MEGAN BARNES	Barnes Reimbu	MILEAGE REIMBURSEMENT- C	07/09/2025	57.40	57.40	07/10/2025		630
1001256									
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- C	07/09/2025	11.34	11.34	07/10/2025		630
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- C	07/09/2025	3.06	3.06	07/10/2025		630
82350									
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - COLLECTION	06/30/2025	520.83	520.83	07/10/2025		630
17506									
17506	CELLCOM	932440	UTILITIES PHONE- C	07/05/2025	23.81	23.81	07/10/2025		630
100541									
10054	ITU ABSORB TECH	8556640	RAGS- C	06/24/2025	1.98	1.98	07/03/2025		630
71931									
71931	SISTER BAY PETRO	Sister Bay Petr	UTILITY GAS - C	06/10/2025	14.92	14.92	06/20/2025		630
17515									
17515	CIVIC SYSTEMS LLC	INV-07604	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	213.28	213.28	06/27/2025		630
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	150.03	150.03	06/20/2025		630
100091									
10009	BADGER METER INC	80200999	ORION CELLULAR UNITS-C	06/28/2025	7.94	7.94	07/03/2025		630
10009	BADGER METER INC	80203961	ORION CELLULAR UNITS-C	07/03/2025	8.27	8.27	07/10/2025		630
10009	BADGER METER INC	90066318	ORION CELLULAR UNITS-C	07/04/2025	7.94-	7.94-	07/10/2025		630
1001312									
10013	STANTEC CONSULTING SE	2409699	GIS - UTIL	06/11/2025	818.62	818.62	06/20/2025		630
101163									
10011	PLANET TECHNOLOGIES IN	I012106	ANNUAL MICROSOFT LICENSE	06/25/2025	140.78	140.78	06/27/2025		630
100841									
10084	US POSTAL SERVICE	2025 2nd Qtr U	UTILITY BILL MAILING- C	06/19/2025	41.81	41.81	06/20/2025		630

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41316									
41316	MARCO INC	39491294	UTILITIES COPIES - C	06/20/2025	6.60	6.60	07/10/2025		630
41316	MARCO INC	557507209	UTILITIES COPIES - C	06/06/2025	9.66	9.66	06/20/2025		630
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	UTILITY EASEMENT INQUIRY L	06/27/2025	14.48	14.48	06/27/2025		630
100466									
10046	GREAT LAKES TV SEAL INC	23477	2025 SANITARY SEWER TELEVI	06/25/2025	29,025.20	29,025.20	07/10/2025		630
1001352									
10013	Visu-Sewer, LLC	39114	RELINE 10" SANITARY SEWER-	06/03/2025	69,877.50	69,877.50	06/20/2025		630
Total 630:					100,939.57	100,939.57			
1001160									
10011	HAT HEAD	292370	MARINA STAFF UNIFORMS	07/07/2025	1,000.50	1,000.50	07/10/2025		690
1001233									
10012	NEXTIVA INC	40004972072	PHONE - MARINA	07/01/2025	55.45	55.45	07/10/2025		690
12242									
12242	GA COMPUTER SERVICES	6773	MARINA INTERNET/WIFI	06/13/2025	40.91	40.91	06/20/2025		690
12242	GA COMPUTER SERVICES	6782	MARINA INTERNET/WIFI	06/17/2025	119.95	119.95	06/20/2025		690
13260									
13260	BHIRDO'S BY THE BAY	May 2025	MARINA FUEL	06/15/2025	116.55	116.55	06/20/2025		690
17515									
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	1,756.20	1,756.20	06/20/2025		690
1001242									
10012	ZUCCHETTI NORTH AMERI	33840	LODGICAL SUBSCRIPTION - MA	07/05/2025	194.00	194.00	07/10/2025		690
1001163									
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	685.55	685.55	06/27/2025		690
1001209									
10012	AMAZON CAPITAL SERVICE	1TY4-D6WN-7	PRINTER TONER	07/06/2025	60.47	60.47	07/10/2025		690
41316									
41316	MARCO INC	39491294	MARINA COPIES	06/20/2025	4.91	4.91	07/10/2025		690
100516									
10051	INNOVATIVE PRINTING LLC	38979	LAUNCH PASSES	06/16/2025	168.00	168.00	06/20/2025		690
71927									
71927	SISTER BAY/LIBERTY GRO	219	CR PLUS BATTERY AND PATCH	06/26/2025	310.50	310.50	07/10/2025		690
81988									
81988	WARNER-WEXEL LLC	246916	AMENITIES - COFFEE CREAME	07/06/2025	35.34	35.34	07/10/2025		690
1001209									
10012	AMAZON CAPITAL SERVICE	1YXH-YD4X-19	COFFEE CREAMERS	07/06/2025	23.62	23.62	07/10/2025		690
42107									
42107	LA VINE'S ICE LLC	42510,42589,4	MARINA - ICE	07/06/2025	436.50	436.50	07/10/2025		690
61630									
61630	PIGGLY WIGGLY	7/1/25 Acct#40	MARINA WATER	07/01/2025	51.73	51.73	07/10/2025		690
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	LAWN AND GARDEN MARINA	06/27/2025	134.95	134.95	06/27/2025		690
14309	ELAN FINANCIAL SERVICES	June 2025	MARINA HARDWARE	06/27/2025	26.76	26.76	06/27/2025		690
14309	ELAN FINANCIAL SERVICES	June 2025	MARINA SMART SIGN	06/27/2025	115.46	115.46	06/27/2025		690
14309	ELAN FINANCIAL SERVICES	June 2025	MARINA SMART SIGN	06/27/2025	92.08	92.08	06/27/2025		690
14310									
14310	CAPTAIN COMMODOES INC	66102	COMMODE RENTAL - DOG PAR	07/05/2025	253.20	253.20	07/10/2025		690
1001209									
10012	AMAZON CAPITAL SERVICE	1RHD-PY4V-4	PILING CAPS	07/06/2025	16.94	16.94	07/10/2025		690
1001265									
10012	CATER PLUMBING LLC	11853	DOCK MAINTENANCE - C DOCK	06/09/2025	459.00	459.00	06/20/2025		690
1001339									
10013	Summerset Marine Corporatio	10419	DOCK REPAIR	06/19/2025	18,480.00	18,480.00	06/20/2025		690
10013	Summerset Marine Corporatio	10479	DOCK REPAIR	06/19/2025	2,000.00	2,000.00	06/20/2025		690

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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10013	Summerset Marine Corporatio	9984	SPRING INSTALL	06/19/2025	13,515.00	13,515.00	06/20/2025		690
10013	Summerset Marine Corporatio	9985	DOCK REPAIR	06/19/2025	15,960.00	15,960.00	06/20/2025		690
10013	Summerset Marine Corporatio	9986	DOCK REPAIR	06/19/2025	23,954.40	23,954.40	06/20/2025		690
81988									
81988	WARNER-WEXEL LLC	246528	CUSTODIAL SUPPLIES	06/17/2025	40.52	40.52	06/20/2025		690
81988	WARNER-WEXEL LLC	246594	CUSTODIAL SUPPLIES	06/17/2025	272.83	272.83	06/20/2025		690
81988	WARNER-WEXEL LLC	246796	CUSTODIAL SUPPLIES	06/17/2025	117.91	117.91	06/20/2025		690
81988	WARNER-WEXEL LLC	247181	CLEANING SUPPLIES	07/06/2025	590.06	590.06	07/10/2025		690
12242									
12242	GA COMPUTER SERVICES	6774	EIS SUBSCRIPTION- MARINA	06/13/2025	59.95	59.95	06/20/2025		690
Total 690:					81,149.24	81,149.24			
Grand Totals:					1,627,221.62	1,627,221.6			

Dated:

July 10, 2025

Staff:

Vladimir Ganske

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail.Input date = 06/14/2025-07/11/2025

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Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail Input date = 06/14/2025-07/11/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
10001									
10001	A-1 ELEVATOR SALES & SE	24007	SEMI-ANNUAL SERVICE	07/02/2025	175.50	175.50	07/03/2025		100
10005									
10005	ACTION ELECTRIC INC	1871.1	POST OFFICE PEDESTAL REPAI	04/01/2025	1,046.75	1,046.75	06/20/2025		100
10005	ACTION ELECTRIC INC	2060	ELECTRICAL REPAIR SPORTS	05/16/2025	2,377.64	2,377.64	07/10/2025		400
12242									
12242	GA COMPUTER SERVICES	6746	2 YR SSL CERTS	05/31/2025	480.00	480.00	06/20/2025		100
12242	GA COMPUTER SERVICES	6760	SERVER UPGRADE-INTERNET	06/27/2025	5,820.00	5,820.00	06/27/2025		400
12242	GA COMPUTER SERVICES	6773	SERVER BACKUP MONTHLY	06/13/2025	82.63	82.63	06/20/2025		100
12242	GA COMPUTER SERVICES	6773	COMPUTER MONITORING/SER	06/13/2025	360.00	360.00	06/20/2025		100
12242	GA COMPUTER SERVICES	6773	PARKS BLDG INTERNET	06/13/2025	20.45	20.45	06/20/2025		100
12242	GA COMPUTER SERVICES	6773	VH INTERNET W/IFI	06/13/2025	13.64	13.64	06/20/2025		100
12242	GA COMPUTER SERVICES	6773	MARINA INTERNET/WIFI	06/13/2025	40.91	40.91	06/20/2025		690
12242	GA COMPUTER SERVICES	6774	EIS SUBSCRIPTION- MARINA	06/13/2025	59.95	59.95	06/20/2025		690
12242	GA COMPUTER SERVICES	6782	MARINA INTERNET/WIFI	06/17/2025	119.95	119.95	06/20/2025		690
13260									
13260	BHIRDO'S BY THE BAY	May 2025	VILLAGE GAS	06/15/2025	500.25	500.25	06/20/2025		100
13260	BHIRDO'S BY THE BAY	May 2025	SHUTTLE BUS GAS	06/15/2025	268.45	268.45	06/20/2025		100
3260	BHIRDO'S BY THE BAY	May 2025	MARINA FUEL	06/15/2025	116.55	116.55	06/20/2025		690
14309									
14309	ELAN FINANCIAL SERVICES	June 2025	TOM SADLER RECOGNITION	06/27/2025	70.74	70.74	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	DOMAIN SUPPORT	06/27/2025	23.17	23.17	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	FINANCE CMTE MEMBERS STU	06/27/2025	90.00	90.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	HEIDI TEICH RECOGNITION	06/27/2025	98.16	98.16	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	BEEEN VERIFIED ADMIN	06/27/2025	28.37	28.37	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	ADOBE ADMIN	06/27/2025	21.09	21.09	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	99.00	99.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	LATE FEES	06/27/2025	35.00	35.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	INTEREST CHARGE	06/27/2025	83.59	83.59	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	WMCA SUE CLARKE	06/27/2025	50.00	50.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	400.00	400.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	99.00	99.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	250.00	250.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	PARKS HARDWARE	06/27/2025	3.48	3.48	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	PARKS HARDWARE	06/27/2025	25.97	25.97	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	FURNITURE PARKS	06/27/2025	100.00	100.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	MOUND CLAY SPORT COMPLE	06/27/2025	339.95	339.95	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	ZONING ADOBE	06/27/2025	239.88	239.88	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	CLERKS AND TREASURERS IN	06/27/2025	150.00	150.00	06/27/2025		100
14309	ELAN FINANCIAL SERVICES	June 2025	UTILITY EASEMENT INQUIRY L	06/27/2025	14.48	14.48	06/27/2025		610
14309	ELAN FINANCIAL SERVICES	June 2025	UTILITY EASEMENT INQUIRY L	06/27/2025	14.48	14.48	06/27/2025		630
14309	ELAN FINANCIAL SERVICES	June 2025	LAWN AND GARDEN MARINA	06/27/2025	134.95	134.95	06/27/2025		690
14309	ELAN FINANCIAL SERVICES	June 2025	MARINA HARDWARE	06/27/2025	26.76	26.76	06/27/2025		690
14309	ELAN FINANCIAL SERVICES	June 2025	MARINA SMART SIGN	06/27/2025	115.46	115.46	06/27/2025		690
14309	ELAN FINANCIAL SERVICES	June 2025	MARINA SMART SIGN	06/27/2025	92.08	92.08	06/27/2025		690
14310									
14310	CAPTAIN COMMODOES INC	166	COMMODE RENTAL - BASEBAL	05/28/2025	200.00	200.00	06/27/2025		100
14310	CAPTAIN COMMODOES INC	66102	COMMODE RENTAL - DOG PAR	07/05/2025	253.20	253.20	07/10/2025		690
14310	CAPTAIN COMMODOES INC	66438	SLUDGE HAULING	06/09/2025	1,980.00	1,980.00	07/03/2025		620
14310	CAPTAIN COMMODOES INC	1131	SLUDGE HAULING	06/23/2025	2,475.00	2,475.00	07/03/2025		620

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17506									
17506	CELLCOM	932440	UTILITIES PHONE - W	07/05/2025	84.66	84.66	07/10/2025		610
17506	CELLCOM	932440	UTILITIES PHONE - WW	07/05/2025	156.09	156.09	07/10/2025		620
17506	CELLCOM	932440	UTILITIES PHONE- C	07/05/2025	23.81	23.81	07/10/2025		630
17515									
17515	CIVIC SYSTEMS LLC	INV-07604	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	758.34	758.34	06/27/2025		610
17515	CIVIC SYSTEMS LLC	INV-07604	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	368.20	368.20	06/27/2025		610
17515	CIVIC SYSTEMS LLC	INV-07604	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	1,398.18	1,398.18	06/27/2025		620
17515	CIVIC SYSTEMS LLC	INV-07604	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	213.28	213.28	06/27/2025		630
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	1,800.80	1,800.80	06/20/2025		100
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	533.44	533.44	06/20/2025		610
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	983.53	983.53	06/20/2025		620
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	150.03	150.03	06/20/2025		630
17515	CIVIC SYSTEMS LLC	INV-07607	SEMI-ANNUAL SOFTWARE SUP	07/01/2025	1,756.20	1,756.20	06/20/2025		690
17525									
17525	CULLIGAN OF STURGEON	D-94934	WATER SOFTENER SALT - FS	05/30/2025	107.00	107.00	06/20/2025		100
17700									
17700	SUSAN J CLARKE	June-July Milea	JUNE MILEAGE REIMBURSEME	07/09/2025	44.10	44.10	07/10/2025		100
17700	SUSAN J CLARKE	June-July Milea	JULY MILEAGE REIMBURSEME	07/09/2025	98.70	98.70	07/10/2025		100
20438									
20438	DEPT OF EMPLOYEE TRUS	125000202508	HEALTH INS. - EMPLOYER AMT	07/09/2025	19,338.25	19,338.25	07/10/2025		100
20438	DEPT OF EMPLOYEE TRUS	125000202508	HEALTH INS. - EMPLOYEE AMT	07/09/2025	3,412.63	3,412.63	07/10/2025		100
20438	DEPT OF EMPLOYEE TRUS	125000202508	DENTAL INS. - EMPLOYER AMT	07/09/2025	737.02	737.02	07/10/2025		100
20438	DEPT OF EMPLOYEE TRUS	125000202508	DENTAL INS. - EMPLOYEE AMT	07/09/2025	130.06	130.06	07/10/2025		100
20451									
20451	DOOR COUNTY HIGHWAY D	2025-3300020	STREET SWEEPING	06/17/2025	4,247.94	4,247.94	07/03/2025		100
20451	DOOR COUNTY HIGHWAY D	2025-3300020	FIELD ROLLING HARDBALL	06/17/2025	610.19	610.19	07/03/2025		100
20451	DOOR COUNTY HIGHWAY D	2025-3300020	FIELD ROLLING SOFTBALL	06/17/2025	440.66	440.66	07/03/2025		100
20507									
20507	EAGLE MECHANICAL INC	34367	BACK FLOW TEST/ REPAIR	06/17/2025	459.88	459.88	07/10/2025		100
20512									
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	4,024.15	4,024.15	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	4,024.15	4,024.15	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	941.13	941.13	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	941.13	941.13	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0621250	PRINT PAPER CHECK TO UPDA	06/24/2025	7,790.04	7,790.04	06/24/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	832.94	832.94	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	832.94	832.94	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	194.82	194.82	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	194.82	194.82	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0630250	PRINT PAPER CHECK TO UPDA	06/26/2025	574.19	574.19	06/26/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	3,446.70	3,446.70	07/10/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	3,446.70	3,446.70	07/10/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	806.08	806.08	07/10/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	806.08	806.08	07/10/2025		100
20512	EFTPS - ONLINE 941 PAYME	PR0705250	PRINT PAPER CHECK TO UPDA	07/10/2025	4,808.89	4,808.89	07/10/2025		100
30701									
30701	FRONTIER	June25.292015	PHONES-W	06/25/2025	453.97	453.97	07/10/2025		610
30701	FRONTIER	June25.292015	PHONES-WW	06/25/2025	453.98	453.98	07/10/2025		620
30750									
30750	GOING CO INC	280311	WWTP RUBBISH REMOVAL	07/01/2025	140.97	140.97	07/10/2025		620
30751									
30751	GREAT-WEST TRUST COMP	PR0621250	Great West Deferred Comp. DEF	06/24/2025	160.00	160.00	06/24/2025		100
30751	GREAT-WEST TRUST COMP	PR0621250	Great West Deferred Comp. DEF	06/24/2025	100.00	100.00	06/24/2025		100
30751	GREAT-WEST TRUST COMP	PR0705250	Great West Deferred Comp. DEF	07/10/2025	160.00	160.00	07/10/2025		100
30751	GREAT-WEST TRUST COMP	PR0705250	Great West Deferred Comp. DEF	07/10/2025	100.00	100.00	07/10/2025		100

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31780									
31780	CARLA HECK	Mileage April-J	ZONING MILEAGE REIMBURSE	07/09/2025	20.02	20.02	07/10/2025		100
31809									
31809	HSABANK	July and Secon	EMPLOYEE CONTRIBUTION - J	07/09/2025	435.00	435.00	07/10/2025		100
31809	HSABANK	July and Secon	EMPLOYER CONTRIBUTION - 2	07/09/2025	29,525.00	29,525.00	07/10/2025		100
31809	HSABANK	June	EMPLOYEE CONTRIBUTION - J	06/17/2025	435.00	435.00	06/20/2025		100
34850									
34850	HOCKERS EXCAVATING IN	4210	REPAIRS	06/10/2025	1,016.72	1,016.72	06/20/2025		100
40963									
40963	INSPECTION SPECIALISTS	May 2025	BUILDING INSPECTION - MAY	06/17/2025	580.50	580.50	06/20/2025		100
41205									
41205	WISCONSIN BUILDING SUP	LA2002280-00	GENERAL SUPPLIES	06/01/2025	11.67	11.67	06/20/2025		100
41218									
41218	AIRGAS	5517324541	RENTAL FOR ARGON, ACETYLE	06/30/2025	62.55	62.55	07/10/2025		620
41218	AIRGAS	5517821602	CYLINDER LEASE RENEWAL	07/01/2025	266.06	266.06	07/10/2025		620
41316									
41316	MARCO INC	39491294	GENERAL COPIES	06/20/2025	113.68	113.68	07/10/2025		100
41316	MARCO INC	39491294	ZONING COPIES	06/20/2025	24.26	24.26	07/10/2025		100
41316	MARCO INC	39491294	STR COPIES	06/20/2025	195.33	195.33	07/10/2025		100
41316	MARCO INC	39491294	PUBLIC WORKS COPIES	06/20/2025	28.32	28.32	07/10/2025		100
41316	MARCO INC	39491294	UTILITIES COPIES - W	06/20/2025	23.45	23.45	07/10/2025		610
41316	MARCO INC	39491294	LGUD #1 COPIES	06/20/2025	7.73	7.73	07/10/2025		610
41316	MARCO INC	39491294	UTILITIES COPIES - WW	06/20/2025	43.23	43.23	07/10/2025		620
41316	MARCO INC	39491294	LGUD #1 COPIES	06/20/2025	7.73	7.73	07/10/2025		620
41316	MARCO INC	39491294	UTILITIES COPIES - C	06/20/2025	6.60	6.60	07/10/2025		630
41316	MARCO INC	39491294	MARINA COPIES	06/20/2025	4.91	4.91	07/10/2025		690
41316	MARCO INC	557507209	UTILITIES COPIES - W	06/06/2025	34.36	34.36	06/20/2025		610
41316	MARCO INC	557507209	UTILITIES COPIES - WW	06/06/2025	63.36	63.36	06/20/2025		620
41316	MARCO INC	557507209	UTILITIES COPIES - C	06/06/2025	9.66	9.66	06/20/2025		630
42107									
42107	LA VINE'S ICE LLC	42510,42589,4	MARINA - ICE	07/06/2025	436.50	436.50	07/10/2025		690
61547									
61547	ORKIN PEST CONTROL INC	279189928	PEST CONTROL AT FS - MAY 20	06/01/2025	118.01	118.01	06/20/2025		100
61547	ORKIN PEST CONTROL INC	36169181 June	PEST CONTROL AT FS - JULY 2	06/02/2025	119.00	119.00	06/20/2025		100
61614									
61614	PENINSULA PULSE	35673	BOARD NOTICES	06/01/2025	177.87	177.87	07/03/2025		100
61614	PENINSULA PULSE	35673	BID ADDENDUM NOTICE	06/01/2025	10.84	10.84	07/03/2025		100
61614	PENINSULA PULSE	35673	LIQ LIC NOTICES	06/01/2025	363.81	363.81	07/03/2025		100
61614	PENINSULA PULSE	35673	ZONING NOTICES	06/01/2025	163.65	163.65	07/03/2025		100
61614	PENINSULA PULSE	35673	ZITO PH NOTICE	06/01/2025	109.36	109.36	07/03/2025		100
61614	PENINSULA PULSE	35766	NOTICE PROPERTY TAXES	06/01/2025	63.70	63.70	06/20/2025		100
61630									
61630	PIGGLY WIGGLY	7/1/25 Acct#40	DISTILLED WATER- PARKS	07/01/2025	9.24	9.24	07/10/2025		100
61630	PIGGLY WIGGLY	7/1/25 Acct#40	UTILITY SUPPLIES	07/01/2025	20.67	20.67	07/10/2025		620
61630	PIGGLY WIGGLY	7/1/25 Acct#40	MARINA WATER	07/01/2025	51.73	51.73	07/10/2025		690
61637									
61637	PITNEY BOWES INC	7/1/25 4829945	POSTAGE FOR METER	07/01/2025	2,000.00	2,000.00	07/03/2025		100
71891									
71891	SECURIAN FINANCIAL GRO	August 2025	LIFE INSURANCE PREMIUMS -	07/09/2025	304.70	304.70	07/10/2025		100
71920									
71920	SISTER BAY ADVANCEMEN	2684	SHUTTLE STOP SIGNS AND PO	06/30/2025	558.50	558.50	07/03/2025		100
71926									
71926	SISTER BAY SEWER & WAT	63226	PW BLDG WATER USE	06/30/2025	4.13	4.13	07/03/2025		100
71926	SISTER BAY SEWER & WAT	63226	HYDRANT USE	06/30/2025	150.00	150.00	07/03/2025		100
71927									
71927	SISTER BAY/LIBERTY GRO	219	CR PLUS BATTERY AND PATCH	06/26/2025	310.50	310.50	07/10/2025		690
71927	SISTER BAY/LIBERTY GRO	3 rd Qtr Suppor	SUPPORT	06/30/2025	42,758.00	42,758.00	07/03/2025		100

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71930									
71930	SISTER BAY/LIBERTY GRO	3 rd Qtr Suppor	3RD QTR SUPPORT	06/30/2025	10,016.00	10,016.00	07/03/2025		100
71931									
71931	SISTER BAY PETRO	Sister Bay Petr	VILLAGE GAS	06/10/2025	658.28	658.28	06/20/2025		100
71931	SISTER BAY PETRO	Sister Bay Petr	UTILITY GAS - W	06/10/2025	53.05	53.05	06/20/2025		610
71931	SISTER BAY PETRO	Sister Bay Petr	UTILITY GAS - WW	06/10/2025	97.80	97.80	06/20/2025		620
71931	SISTER BAY PETRO	Sister Bay Petr	UTILITY GAS - C	06/10/2025	14.92	14.92	06/20/2025		630
71935									
71935	THE SPRINKLER CO INC	99756	SPRINKLER REPAIRS - WFP	06/06/2025	1,306.25	1,306.25	06/20/2025		100
71935	THE SPRINKLER CO INC	99776	SPRINKLER REPAIRS -SC	06/06/2025	256.50	256.50	06/20/2025		100
72051									
72051	TRUGREEN*CHEMLAWN	209897185	LAWN TREATMENT -SC	06/01/2025	401.54	401.54	06/20/2025		100
73003									
73003	VERIZON BUSINESS	61416893	VILLAGE PHONE - LONG DISTA	07/09/2025	.29	.29	07/10/2025		100
80016									
80016	WI DEPT OF TRANSPORTAT	395-00003977	HWY 57 TRAIL	06/02/2025	417.83	417.83	07/03/2025		400
81988									
81988	WARNER-WEXEL LLC	246528	CUSTODIAL SUPPLIES	06/17/2025	40.52	40.52	06/20/2025		690
81988	WARNER-WEXEL LLC	246594	CUSTODIAL SUPPLIES	06/17/2025	272.83	272.83	06/20/2025		690
81988	WARNER-WEXEL LLC	246796	CUSTODIAL SUPPLIES	06/17/2025	117.91	117.91	06/20/2025		690
81988	WARNER-WEXEL LLC	246916	AMENITIES - COFFEE CREAME	07/06/2025	35.34	35.34	07/10/2025		690
81988	WARNER-WEXEL LLC	247181	CLEANING SUPPLIES	07/06/2025	590.06	590.06	07/10/2025		690
82350									
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - PW BUILDING C	06/30/2025	59.17	59.17	07/10/2025		100
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - INFO BOOTH	06/30/2025	56.28	56.28	07/10/2025		100
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - WATER	06/30/2025	702.68	702.68	07/10/2025		610
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - WASTEWATER	06/30/2025	5,838.74	5,838.74	07/10/2025		620
82350	WI PUBLIC SERVICE	0402302054Ju	ELECTRICITY - COLLECTION	06/30/2025	520.83	520.83	07/10/2025		630
82350	WI PUBLIC SERVICE	June25040716	WELL #3 - SISTER BAY	06/16/2025	1,118.32	1,118.32	06/27/2025		610
82350	WI PUBLIC SERVICE	June25040716	WELL #3 - LGUD	06/16/2025	372.78	372.78	06/27/2025		610
100091									
10009	BADGER METER INC	80200999	ORION CELLULAR UNITS-W	06/28/2025	28.25	28.25	07/03/2025		610
10009	BADGER METER INC	80200999	ORION CELLULAR UNITS-LGUD	06/28/2025	30.03	30.03	07/03/2025		610
10009	BADGER METER INC	80200999	ORION CELLULAR UNITS-WW	06/28/2025	52.08	52.08	07/03/2025		620
10009	BADGER METER INC	80200999	ORION CELLULAR UNITS-C	06/28/2025	7.94	7.94	07/03/2025		630
10009	BADGER METER INC	80203961	ORION CELLULAR UNITS-W	07/03/2025	29.41	29.41	07/10/2025		610
10009	BADGER METER INC	80203961	ORION CELLULAR UNITS-LGUD	07/03/2025	30.03	30.03	07/10/2025		610
10009	BADGER METER INC	80203961	ORION CELLULAR UNITS-WW	07/03/2025	54.23	54.23	07/10/2025		620
10009	BADGER METER INC	80203961	ORION CELLULAR UNITS-C	07/03/2025	8.27	8.27	07/10/2025		630
10009	BADGER METER INC	90066318	ORION CELLULAR UNITS-W	07/04/2025	28.25-	28.25-	07/10/2025		610
10009	BADGER METER INC	90066318	ORION CELLULAR UNITS-LGUD	07/04/2025	30.03-	30.03-	07/10/2025		610
10009	BADGER METER INC	90066318	ORION CELLULAR UNITS-WW	07/04/2025	52.08-	52.08-	07/10/2025		620
10009	BADGER METER INC	90066318	ORION CELLULAR UNITS-C	07/04/2025	7.94-	7.94-	07/10/2025		630
100336									
10033	DORNER PRODUCTS INC	516099	PRV REFURBISHMENT (GATEW	06/16/2025	9,622.00	9,622.00	07/03/2025		610
10033	DORNER PRODUCTS INC	516099	PRV SPRINGS	06/16/2025	138.00	138.00	07/03/2025		610
10033	DORNER PRODUCTS INC	516099	ISOLATION VALVES REPLACEM	06/16/2025	5,492.00	5,492.00	07/03/2025		610
100466									
10046	GREAT LAKES TV SEAL INC	23477	2025 SANITARY SEWER TELEVI	06/25/2025	29,025.20	29,025.20	07/10/2025		630
100491									
10049	HAWKINS INC	7099536	CHLORINE CYLINDER RENTAL	06/15/2025	10.00	10.00	06/20/2025		610
10049	HAWKINS INC	7118131	WWTP-FERRIC	06/27/2025	15,959.59	15,959.59	07/10/2025		620
10049	HAWKINS INC	7119024	CHEMICALS - WELL #1 AZONE	07/01/2025	275.90	275.90	07/10/2025		610
10049	HAWKINS INC	7119024	CHEMICALS - WELL #3	07/01/2025	275.90	275.90	07/10/2025		610
100516									
10051	INNOVATIVE PRINTING LLC	38979	LAUNCH PASSES	06/16/2025	168.00	168.00	06/20/2025		690
10051	INNOVATIVE PRINTING LLC	39076	ID BADGE - ADMIN	06/23/2025	15.00	15.00	07/03/2025		100

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100541									
10054	ITU ABSORB TECH	8556640	RAGS- W	06/24/2025	7.05	7.05	07/03/2025		610
10054	ITU ABSORB TECH	8556640	WWTP LAUNDRY SERVICE	06/24/2025	82.92	82.92	07/03/2025		620
10054	ITU ABSORB TECH	8556640	RAGS- WW	06/24/2025	13.01	13.01	07/03/2025		620
10054	ITU ABSORB TECH	8556640	RAGS- C	06/24/2025	1.98	1.98	07/03/2025		630
100691									
10069	MIDWEST METER INC	0179122-IN	3/4" METER REGISTER 24 EA, C	06/25/2025	6,720.00	6,720.00	07/03/2025		610
100731									
10073	NCL OF WISCONSIN INC	521878	LAB CHEMICALS	06/30/2025	585.36	585.36	07/10/2025		620
10073	NCL OF WISCONSIN INC	521878	LAB SUPPLIES	06/30/2025	181.25	181.25	07/10/2025		620
100841									
10084	US POSTAL SERVICE	2025 2nd Qtr U	UTILITY BILL MAILING- W	06/19/2025	148.67	148.67	06/20/2025		610
10084	US POSTAL SERVICE	2025 2nd Qtr U	UTILITY BILL MAILING- WW	06/19/2025	274.10	274.10	06/20/2025		620
10084	US POSTAL SERVICE	2025 2nd Qtr U	UTILITY BILL MAILING- C	06/19/2025	41.81	41.81	06/20/2025		630
101207									
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	15134 - FLASHLIGHT	06/30/2025	69.99	69.99	07/03/2025		610
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14394 - WIRE WHELL AND WIRE	06/30/2025	12.18	12.18	07/03/2025		610
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14549 - PAINT BRUSHES	06/30/2025	14.18	14.18	07/03/2025		610
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14887 - SOFTNER PELLETS	06/30/2025	17.98	17.98	07/03/2025		620
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14309 - BATTERIES - LAB THER	06/30/2025	13.99	13.99	07/03/2025		620
10120	DOOR COUNTY HARDWAR	502215 - 6.30.	14701 - ROLLER FOR GARAGE	06/30/2025	9.99	9.99	07/03/2025		620
101216									
10121	HYDROCORP	CI-07070	COMMERCIAL CROSS CONNEC	06/30/2025	444.79	444.79	07/10/2025		610
10121	HYDROCORP	CI-07070	COMMERCIAL CROSS CONNEC	06/30/2025	11.21	11.21	07/10/2025		610
101160									
1011	HAT HEAD	292370	MARINA STAFF UNIFORMS	07/07/2025	1,000.50	1,000.50	07/10/2025		690
1001163									
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	1,211.95	1,211.95	06/27/2025		100
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	967.11	967.11	06/27/2025		100
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	281.56	281.56	06/27/2025		100
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	281.56	281.56	06/27/2025		100
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	1,970.95	1,970.95	06/27/2025		100
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	122.42	122.42	06/27/2025		205
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	422.35	422.35	06/27/2025		610
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	844.69	844.69	06/27/2025		620
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	140.78	140.78	06/27/2025		630
10011	PLANET TECHNOLOGIES IN	1012106	ANNUAL MICROSOFT LICENSE	06/25/2025	685.55	685.55	06/27/2025		690
1001175									
10011	ERIK LINCZMAIER	June Menards	MENARDS PARKS	06/16/2025	115.92	115.92	06/20/2025		100
1001209									
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	HONDA GENUINE OEM BLADE	06/17/2025	80.66	80.66	06/20/2025		100
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	KING INNOVATION 20210 DRYC	06/17/2025	14.08	14.08	06/20/2025		100
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	RAIN-BIRD SOLASSG4 SOLENO	06/17/2025	182.25	182.25	06/20/2025		100
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	RAIN BIRD WPCONN10 WATER	06/17/2025	17.94	17.94	06/20/2025		100
10012	AMAZON CAPITAL SERVICE	19JW-CJTM-T	ORBIT 57084 EASY SEAL MULTI	06/17/2025	12.50	12.50	06/20/2025		100
10012	AMAZON CAPITAL SERVICE	1RHD-PY4V-4	PILING CAPS	07/06/2025	16.94	16.94	07/10/2025		690
10012	AMAZON CAPITAL SERVICE	1TY4-D6WN-7	PRINTER TONER	07/06/2025	60.47	60.47	07/10/2025		690
10012	AMAZON CAPITAL SERVICE	1YXH-YD4X-19	COFFEE CREAMERS	07/06/2025	23.62	23.62	07/10/2025		690
1001233									
10012	NEXTIVA INC	40004972072	PHONE - PUBLIC WORKS	07/01/2025	55.45	55.45	07/10/2025		100
10012	NEXTIVA INC	40004972072	PHONE - ADMIN	07/01/2025	142.57	142.57	07/10/2025		100
10012	NEXTIVA INC	40004972072	PHONE - SPORTS COMPLEX	07/01/2025	27.72	27.72	07/10/2025		100
10012	NEXTIVA INC	40004972072	PHONE - WW PLANT	07/01/2025	114.85	114.85	07/10/2025		620
10012	NEXTIVA INC	40004972072	PHONE - MARINA	07/01/2025	55.45	55.45	07/10/2025		690
1001236									
10012	CONWAY OLEJNICZAK & JE	54716	WHITE STR CASE	04/30/2025	67.50	67.50	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	54716	SMIDT & WEIGERT STR	04/30/2025	697.50	697.50	07/03/2025		100

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10012	CONWAY OLEJNICZAK & JE	54716	VILLAGE MATTERS	04/30/2025	4,657.50	4,657.50	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	54716	LIB GROV/WWTP MATTER	04/30/2025	1,147.50	1,147.50	07/03/2025		620
10012	CONWAY OLEJNICZAK & JE	55872	ZITO VARIANCE PETITION	05/31/2025	225.00	225.00	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	FIBER AGREEMENT	05/31/2025	675.00	675.00	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	MARRY CULLEN STR CITATION	05/31/2025	225.00	225.00	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	ICE RINK LEASE AGREEMENT	05/31/2025	540.00	540.00	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	HOFFMAN FAMILY DEV	05/31/2025	202.50	202.50	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	VILLAGE MATTERS	05/31/2025	922.50	922.50	07/03/2025		100
10012	CONWAY OLEJNICZAK & JE	55872	LIB GROVE/WWTP MATTER	05/31/2025	135.00	135.00	07/03/2025		620
10012	CONWAY OLEJNICZAK & JE	55873	WHITE STR CASE	05/31/2025	300.00	300.00	07/03/2025		100
1001239									
10012	MEGAN BARNES	Barnes Reimbu	MILEAGE REIMBURSEMENT- W	07/09/2025	57.40	57.40	07/10/2025		610
10012	MEGAN BARNES	Barnes Reimbu	MILEAGE REIMBURSEMENT- W	07/09/2025	57.40	57.40	07/10/2025		620
10012	MEGAN BARNES	Barnes Reimbu	MILEAGE REIMBURSEMENT- C	07/09/2025	57.40	57.40	07/10/2025		630
1001242									
10012	ZUCCHETTI NORTH AMERI	33840	LODGICAL SUBSCRIPTION - MA	07/05/2025	194.00	194.00	07/10/2025		690
1001256									
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- W	07/09/2025	11.34	11.34	07/10/2025		610
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- W	07/09/2025	10.89	10.89	07/10/2025		610
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- W	07/09/2025	11.34	11.34	07/10/2025		620
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- W	07/09/2025	20.07	20.07	07/10/2025		620
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- C	07/09/2025	11.34	11.34	07/10/2025		630
10012	TIM NELSON	Nelson Mileage	MILEAGE REIMBURSEMENT- C	07/09/2025	3.06	3.06	07/10/2025		630
1001265									
10012	CATER PLUMBING LLC	11853	DOCK MAINTENANCE - C DOCK	06/09/2025	459.00	459.00	06/20/2025		690
1001288									
10012	WI SCTF	C.S. 06272025	CHILD SUPPORT - 06/27/25 PAY	06/25/2025	262.61	262.61	06/27/2025		100
1001289									
10012	INTEGRATED PROCESS SO	SI002996	UPS BATTERY REPLACEMENT	06/11/2025	615.55	615.55	06/20/2025		620
1001304									
10013	FIRST UNUM LIFE INSURAN	July 2025	LTD INSURANCE JULY	06/18/2025	317.17	317.17	06/20/2025		100
1001312									
10013	STANTEC CONSULTING SE	2409694	PW BUILDING - SANITARY EXT	06/11/2025	13,500.00	13,500.00	06/20/2025		400
10013	STANTEC CONSULTING SE	2409699	PROFESSIONAL SERVICES- AP	06/11/2025	1,767.25	1,767.25	06/20/2025		100
10013	STANTEC CONSULTING SE	2409699	PROFESSIONAL SERVICES- MA	06/11/2025	440.00	440.00	06/20/2025		100
10013	STANTEC CONSULTING SE	2409699	PW BUILDING	06/11/2025	1,144.00	1,144.00	06/20/2025		400
10013	STANTEC CONSULTING SE	2409699	GIS - UTIL	06/11/2025	818.63	818.63	06/20/2025		610
10013	STANTEC CONSULTING SE	2409699	GIS - UTIL	06/11/2025	818.62	818.62	06/20/2025		630
1001314									
10013	PATRIOT ENTERPRISE LLC	28786	5012CP	06/23/2025	144.92	144.92	06/27/2025		100
1001320									
10013	MCMAHON ASSOCIATES IN	603743	VH SCHEMATIC DESIGN	06/11/2025	4,927.50	4,927.50	06/27/2025		400
10013	MCMAHON ASSOCIATES IN	939558	WWTP ASSESSMENT, FEASIBIL	06/25/2025	867.00	867.00	07/10/2025		620
1001324									
10013	CLIMATE CHANGE COALITI	#2510	TREE SEEDLINGS - TRAYS WIT	06/10/2025	440.00	440.00	06/20/2025		400
1001335									
10013	HUMAN RESOURCES CON	17391	BENEFITS CONSULTING	06/17/2025	575.05	575.05	06/20/2025		100
10013	HUMAN RESOURCES CON	17460	BENEFITS CONSULTING	07/02/2025	375.00	375.00	07/10/2025		100
1001339									
10013	Summerset Marine Corporatio	10419	DOCK REPAIR	06/19/2025	18,480.00	18,480.00	06/20/2025		690
10013	Summerset Marine Corporatio	10479	DOCK REPAIR	06/19/2025	2,000.00	2,000.00	06/20/2025		690
10013	Summerset Marine Corporatio	9984	SPRING INSTALL	06/19/2025	13,515.00	13,515.00	06/20/2025		690
10013	Summerset Marine Corporatio	9985	DOCK REPAIR	06/19/2025	15,960.00	15,960.00	06/20/2025		690
10013	Summerset Marine Corporatio	9986	DOCK REPAIR	06/19/2025	23,954.40	23,954.40	06/20/2025		690
1001343									
10013	ALLIANCE CONSTRUCTION	4441	DPW BULDING - DRAW 8	06/25/2025	434,505.34	434,505.34	06/27/2025		400
10013	ALLIANCE CONSTRUCTION	4462	DPW BULDING - DRAW 9	07/09/2025	491,886.99	491,886.99	07/10/2025		400

VILLAGE OF SISTER BAY

Payment Approval Report - Village Board Format
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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided	GL
1001344									
10013	DOOR COUNTY CLERK OF	23FA62-06272	06/27/25 PAYROLL WITHHOLDIN	06/25/2025	25.00	25.00	06/27/2025		100
1001347									
10013	Rae-Cor Distributing	054142	CUSTODIAL SUPPLIES	06/23/2025	1,135.24	1,135.24	06/27/2025		100
1001352									
10013	Visu-Sewer, LLC	39114	RELINE 10" SANITARY SEWER-	06/03/2025	69,877.50	69,877.50	06/20/2025		630
1001356									
10013	Thomas L.Salzsider	1	3- 6' B&B BLACK HILL SPRUCE	05/13/2025	1,275.00	1,275.00	07/10/2025		400
1001357									
10013	Great Lakes Grading & Excav	345703	PWB - FINAL BILL	05/12/2025	244,486.75	244,486.75	06/27/2025		400
10013	Great Lakes Grading & Excav	345703	PWB - ACTION ELECTRIC DED	05/12/2025	1,188.82-	1,188.82-	06/27/2025		400
10013	Great Lakes Grading & Excav	345703	PWB - SALSIEDER LANDSCAPE	05/12/2025	672.57-	672.57-	06/27/2025		400
Grand Totals:					1,627,221.62	1,627,221.6			

Dated:

Staff:

Report Criteria:

Detail report.

Invoice detail records above \$0 included.

Only paid invoices included.

Invoice Detail Input date = 06/14/2025-07/11/2025

VILLAGE OF SISTER BAY

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Invoice dates: 1/1/2025 - 12/31/2025Page: 1
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Report Criteria:

Detail report type printed

Invoice Detail.Input Date = 06/14/2025-07/11/2025

Vendor No	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
100								
61637	PITNEY BOWES IN	7/1/25 48299457	POSTAGE FOR METER	07/01/2025	2,000.00	2,000.00	52075	07/03/2025
20512	EFTPS - ONLINE 9	PR0621250	PRINT PAPER CHECK TO UPDATE GL	06/24/2025	4,024.15	4,024.15	6272022	06/24/2025
		PR0621250	PRINT PAPER CHECK TO UPDATE GL	06/24/2025	4,024.15	4,024.15	6272022	06/24/2025
		PR0621250	PRINT PAPER CHECK TO UPDATE GL	06/24/2025	941.13	941.13	6272022	06/24/2025
		PR0621250	PRINT PAPER CHECK TO UPDATE GL	06/24/2025	941.13	941.13	6272022	06/24/2025
		PR0630250	PRINT PAPER CHECK TO UPDATE GL	06/26/2025	832.94	832.94	6302022	06/26/2025
		PR0630250	PRINT PAPER CHECK TO UPDATE GL	06/26/2025	832.94	832.94	6302022	06/26/2025
		PR0630250	PRINT PAPER CHECK TO UPDATE GL	06/26/2025	194.82	194.82	6302022	06/26/2025
		PR0630250	PRINT PAPER CHECK TO UPDATE GL	06/26/2025	194.82	194.82	6302022	06/26/2025
		PR0705250	PRINT PAPER CHECK TO UPDATE GL	07/10/2025	3,446.70	3,446.70	7112022	07/10/2025
		PR0705250	PRINT PAPER CHECK TO UPDATE GL	07/10/2025	3,446.70	3,446.70	7112022	07/10/2025
		PR0705250	PRINT PAPER CHECK TO UPDATE GL	07/10/2025	806.08	806.08	7112022	07/10/2025
		PR0705250	PRINT PAPER CHECK TO UPDATE GL	07/10/2025	806.08	806.08	7112022	07/10/2025
		PR0621250	PRINT PAPER CHECK TO UPDATE GL	06/24/2025	7,790.04	7,790.04	6272022	06/24/2025
		PR0630250	PRINT PAPER CHECK TO UPDATE GL	06/26/2025	574.19	574.19	6302022	06/26/2025
		PR0705250	PRINT PAPER CHECK TO UPDATE GL	07/10/2025	4,808.89	4,808.89	7112022	07/10/2025
30751	GREAT-WEST TRU	PR0621250	Great West Deferred Comp. DEFERRE	06/24/2025	160.00	160.00	6272023	06/24/2025
		PR0621250	Great West Deferred Comp. DEFERRE	06/24/2025	100.00	100.00	6272023	06/24/2025
		PR0705250	Great West Deferred Comp. DEFERRE	07/10/2025	160.00	160.00	7112023	07/10/2025
		PR0705250	Great West Deferred Comp. DEFERRE	07/10/2025	100.00	100.00	7112023	07/10/2025
20438	DEPT OF EMPLOY	125000202508	HEALTH INS. - EMPLOYER AMT	07/09/2025	19,338.25	19,338.25	273	07/10/2025
		125000202508	HEALTH INS. - EMPLOYEE AMT	07/09/2025	3,412.63	3,412.63	273	07/10/2025
		125000202508	DENTAL INS. - EMPLOYER AMT	07/09/2025	737.02	737.02	273	07/10/2025
		125000202508	DENTAL INS. - EMPLOYEE AMT	07/09/2025	130.06	130.06	273	07/10/2025
71891	SECURIAN FINANC	August 2025	LIFE INSURANCE PREMIUMS - AUGU	07/09/2025	304.70	304.70	52104	07/10/2025
1001304	FIRST UNUM LIFE I	July 2025	LTD INSURANCE JULY	06/18/2025	317.17	317.17	52023	06/20/2025
31809	HSABANK	June	EMPLOYEE CONTRIBUTION - JUNE	06/17/2025	435.00	435.00	52027	06/20/2025
		July and Second Ha	EMPLOYEE CONTRIBUTION - JULY	07/09/2025	435.00	435.00	52095	07/10/2025
		July and Second Ha	EMPLOYER CONTRIBUTION - 2ND HA	07/09/2025	29,525.00	29,525.00	52095	07/10/2025
1001288	WI SCTF	C.S. 06272025	CHILD SUPPORT - 06/27/25 PAYROLL	06/25/2025	262.61	262.61	52063	06/27/2025
1001344	DOOR COUNTY CL	23FA62-06272025	06/27/25 PAYROLL WITHHOLDING	06/25/2025	25.00	25.00	52054	06/27/2025
14309	ELAN FINANCIAL S	June 2025	TOM SADLER RECOGNITION	06/27/2025	70.74	70.74	52055	06/27/2025
		June 2025	DOMAIN SUPPORT	06/27/2025	23.17	23.17	52055	06/27/2025
1001163	PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES-BOA	06/25/2025	1,211.95	1,211.95	52060	06/27/2025
14309	ELAN FINANCIAL S	June 2025	FINANCE CMTE MEMBERS STUDY MA	06/27/2025	90.00	90.00	52055	06/27/2025
61614	PENINSULA PULS	35766	NOTICE PROPERTY TAXES	06/01/2025	63.70	63.70	52034	06/20/2025
		35673	BOARD NOTICES	06/01/2025	177.87	177.87	52074	07/03/2025
		35673	BID ADDENDUM NOTICE	06/01/2025	10.84	10.84	52074	07/03/2025
1001236	CONWAY OLEJNIC	54716	WHITE STR CASE	04/30/2025	67.50	67.50	52067	07/03/2025
		54716	SMIDT & WEIGERT STR	04/30/2025	697.50	697.50	52067	07/03/2025
		54716	VILLAGE MATTERS	04/30/2025	4,657.50	4,657.50	52067	07/03/2025
		55872	ZITO VARIANCE PETITION	05/31/2025	225.00	225.00	52067	07/03/2025
		55872	FIBER AGREEMENT	05/31/2025	675.00	675.00	52067	07/03/2025
		55872	MARRY CULLEN STR CITATION	05/31/2025	225.00	225.00	52067	07/03/2025
		55872	ICE RINK LEASE AGREEMENT	05/31/2025	540.00	540.00	52067	07/03/2025
		55872	HOFFMAN FAMILY DEV	05/31/2025	202.50	202.50	52067	07/03/2025
		55872	VILLAGE MATTERS	05/31/2025	922.50	922.50	52067	07/03/2025
		55873	WHITE STR CASE	05/31/2025	300.00	300.00	52067	07/03/2025
14309	ELAN FINANCIAL S	June 2025	HEIDI TEICH RECOGNITION	06/27/2025	98.16	98.16	52055	06/27/2025
12242	GA COMPUTER SE	6746	2 YR SSL CERTS	05/31/2025	480.00	480.00	52024	06/20/2025
14309	ELAN FINANCIAL S	June 2025	BEEN VERIFIED ADMIN	06/27/2025	28.37	28.37	52055	06/27/2025
		June 2025	ADOBE ADMIN	06/27/2025	21.09	21.09	52055	06/27/2025

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Vendor No	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
12242	GA COMPUTER SE	6773	SERVER BACKUP MONTHLY	06/13/2025	82.63	82.63	52024	06/20/2025
		6773	COMPUTER MONITORING/SERVICE	06/13/2025	360.00	360.00	52024	06/20/2025
1001163	PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES- AD	06/25/2025	967.11	967.11	52060	06/27/2025
41316	MARCO INC	39491294	GENERAL COPIES	06/20/2025	113.68	113.68	52099	07/10/2025
		39491294	ZONING COPIES	06/20/2025	24.26	24.26	52099	07/10/2025
		39491294	STR COPIES	06/20/2025	195.33	195.33	52099	07/10/2025
14309	ELAN FINANCIAL S	June 2025	CLERKS AND TREASURERS INSTITUT	06/27/2025	99.00	99.00	52055	06/27/2025
		June 2025	LATE FEES	06/27/2025	35.00	35.00	52055	06/27/2025
		June 2025	INTEREST CHARGE	06/27/2025	83.59	83.59	52055	06/27/2025
17700	SUSAN J CLARKE	June-July Mileage	JUNE MILEAGE REIMBURSEMENT	07/09/2025	44.10	44.10	52106	07/10/2025
		June-July Mileage	JULY MILEAGE REIMBURSEMENT	07/09/2025	98.70	98.70	52106	07/10/2025
1001163	PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES- CLE	06/25/2025	281.56	281.56	52060	06/27/2025
61614	PENINSULA PULS	35673	LIQ LIC NOTICES	06/01/2025	363.81	363.81	52074	07/03/2025
14309	ELAN FINANCIAL S	June 2025	CLERKS AND TREASURERS INSTITUT	06/27/2025	400.00	400.00	52055	06/27/2025
		June 2025	WMCA SUE CLARKE	06/27/2025	50.00	50.00	52055	06/27/2025
		June 2025	CLERKS AND TREASURERS INSTITUT	06/27/2025	99.00	99.00	52055	06/27/2025
1001335	HUMAN RESOURC	17391	BENEFITS CONSULTING	06/17/2025	575.05	575.05	52028	06/20/2025
		17460	BENEFITS CONSULTING	07/02/2025	375.00	375.00	52096	07/10/2025
17515	CIVIC SYSTEMS LL	INV-07607	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	1,800.80	1,800.80	52019	06/20/2025
1001163	PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES- FIN	06/25/2025	281.56	281.56	52060	06/27/2025
82350	WI PUBLIC SERVIC	0402302054June25	ELECTRICITY - PW BUILDING COLD S	06/30/2025	59.17	59.17	52110	07/10/2025
73003	VERIZON BUSINES	61416893	VILLAGE PHONE - LONG DISTANCE	07/09/2025	.29	.29	275	07/10/2025
1001233	NEXTIVA INC	40004972072	PHONE - PUBLIC WORKS	07/01/2025	55.45	55.45	272	07/10/2025
12242	GA COMPUTER SE	6773	PARKS BLDG INTERNET	06/13/2025	20.45	20.45	52024	06/20/2025
1001347	Rae-Cor Distributing	054142	CUSTODIAL SUPPLIES	06/23/2025	1,135.24	1,135.24	52061	06/27/2025
12242	GA COMPUTER SE	6773	VH INTERNET W/FI	06/13/2025	13.64	13.64	52024	06/20/2025
10001	A-1 ELEVATOR SA	24007	SEMI-ANNUAL SERVICE	07/02/2025	175.50	175.50	52064	07/03/2025
61547	ORKIN PEST CONT	279189928	PEST CONTROL AT FS - MAY 2025	06/01/2025	118.01	118.01	52033	06/20/2025
		36169181 June/July	PEST CONTROL AT FS - JULY 2025	06/02/2025	119.00	119.00	52033	06/20/2025
17525	CULLIGAN OF STU	D-94934	WATER SOFTENER SALT - FS	05/30/2025	107.00	107.00	52021	06/20/2025
1001233	NEXTIVA INC	40004972072	PHONE - ADMIN	07/01/2025	142.57	142.57	272	07/10/2025
100516	INNOVATIVE PRIN	39076	ID BADGE - ADMIN	06/23/2025	15.00	15.00	52071	07/03/2025
71927	SISTER BAY/LIBER	3 rd Qtr Support 202	SUPPORT	06/30/2025	42,758.00	42,758.00	52078	07/03/2025
40963	INSPECTION SPEC	May 2025	BUILDING INSPECTION - MAY	06/17/2025	580.50	580.50	52030	06/20/2025
71926	SISTER BAY SEWE	63226	PW BLDG WATER USE	06/30/2025	4.13	4.13	52077	07/03/2025
		63226	HYDRANT USE	06/30/2025	150.00	150.00	52077	07/03/2025
1001163	PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES-DPW	06/25/2025	1,970.95	1,970.95	52060	06/27/2025
41316	MARCO INC	39491294	PUBLIC WORKS COPIES	06/20/2025	28.32	28.32	52099	07/10/2025
14309	ELAN FINANCIAL S	June 2025	CLERKS AND TREASURERS INSTITUT	06/27/2025	250.00	250.00	52055	06/27/2025
		June 2025	PARKS HARDWARE	06/27/2025	3.48	3.48	52055	06/27/2025
		June 2025	PARKS HARDWARE	06/27/2025	25.97	25.97	52055	06/27/2025
61630	PIGGLY WIGGLY	7/1/25 Acct#4090	DISTILLED WATER- PARKS	07/01/2025	9.24	9.24	52103	07/10/2025
14309	ELAN FINANCIAL S	June 2025	FURNITURE PARKS	06/27/2025	100.00	100.00	52055	06/27/2025
13260	BHIRDO'S BY THE	May 2025	VILLAGE GAS	06/15/2025	500.25	500.25	52017	06/20/2025
71931	SISTER BAY PETR	Sister Bay Petro Ma	VILLAGE GAS	06/10/2025	658.28	658.28	52035	06/20/2025
34850	HOCKERS EXCAVA	4210	REPAIRS	06/10/2025	1,016.72	1,016.72	52026	06/20/2025
1001314	PATRIOT ENTERP	28786	5012CP	06/23/2025	144.92	144.92	52059	06/27/2025
20451	DOOR COUNTY HI	2025-33000205	STREET SWEEPING	06/17/2025	4,247.94	4,247.94	52069	07/03/2025
10005	ACTION ELECTRIC	1871.1	POST OFFICE PEDESTAL REPAIR	04/01/2025	1,046.75	1,046.75	52015	06/20/2025
71920	SISTER BAY ADVA	2684	SHUTTLE STOP SIGNS AND POSTERS	06/30/2025	558.50	558.50	52076	07/03/2025
13260	BHIRDO'S BY THE	May 2025	SHUTTLE BUS GAS	06/15/2025	268.45	268.45	52017	06/20/2025
71930	SISTER BAY/LIBER	3 rd Qtr Support 202	3RD QTR SUPPORT	06/30/2025	10,016.00	10,016.00	52079	07/03/2025
72051	TRUGREEN*CHEM	209897185	LAWN TREATMENT -SC	06/01/2025	401.54	401.54	52039	06/20/2025
1001209	AMAZON CAPITAL	19JW-CJTM-THRC	HONDA GENUINE OEM BLADE SET 72	06/17/2025	80.66	80.66	52016	06/20/2025
41205	WISCONSIN BUILD	LA2002280-003 Ma	GENERAL SUPPLIES	06/01/2025	11.67	11.67	52043	06/20/2025
1001209	AMAZON CAPITAL	19JW-CJTM-THRC	KING INNOVATION 20210 DRYCONN G	06/17/2025	14.08	14.08	52016	06/20/2025
		19JW-CJTM-THRC	RAIN-BIRD SOLASSG4 SOLENOID RE	06/17/2025	182.25	182.25	52016	06/20/2025

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Vendor No		Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
1001175	ERIK LINCZMAIER 71935 THE SPRINKLER C	19JW-CJTM-THRC	RAIN BIRD WPCONN10 WATERPROO	06/17/2025	17.94	17.94	52016	06/20/2025
		19JW-CJTM-THRC	ORBIT 57084 EASY SEAL MULTI-SIZE	06/17/2025	12.50	12.50	52016	06/20/2025
		June Menards	MENARDS PARKS	06/16/2025	115.92	115.92	52022	06/20/2025
		99756	SPRINKLER REPAIRS - WFP	06/06/2025	1,306.25	1,306.25	52038	06/20/2025
		99776	SPRINKLER REPAIRS -SC	06/06/2025	256.50	256.50	52038	06/20/2025
	14310 CAPTAIN COMMO	166	COMMODE RENTAL - BASEBALL FIEL	05/28/2025	200.00	200.00	52052	06/27/2025
	1001233 NEXTIVA INC	40004972072	PHONE - SPORTS COMPLEX	07/01/2025	27.72	27.72	272	07/10/2025
	14309 ELAN FINANCIAL S	June 2025	MOUND CLAY SPORT COMPLEX	06/27/2025	339.95	339.95	52055	06/27/2025
	20451 DOOR COUNTY HI	2025-33000205	FIELD ROLLING HARBALL	06/17/2025	610.19	610.19	52069	07/03/2025
		2025-33000205	FIELD ROLLING SOFTBALL	06/17/2025	440.66	440.66	52069	07/03/2025
	20507 EAGLE MECHANIC	34367	BACK FLOW TEST/ REPAIR	06/17/2025	459.88	459.88	52089	07/10/2025
	1001312 STANTEC CONSUL	2409699	PROFESSIONAL SERVICES- APRIL 20	06/11/2025	1,767.25	1,767.25	52036	06/20/2025
		2409699	PROFESSIONAL SERVICES- MAY 2025	06/11/2025	440.00	440.00	52036	06/20/2025
	31780 CARLA HECK	Mileage April-July 2	ZONING MILEAGE REIMBURSEMENT	07/09/2025	20.02	20.02	52087	07/10/2025
	14309 ELAN FINANCIAL S	June 2025	ZONING ADOBE	06/27/2025	239.88	239.88	52055	06/27/2025
61614 PENINSULA PULS	35673	ZONING NOTICES	06/01/2025	163.65	163.65	52074	07/03/2025	
	35673	ZITO PH NOTICE	06/01/2025	109.36	109.36	52074	07/03/2025	
14309 ELAN FINANCIAL S	June 2025	CLERKS AND TREASURERS INSTITUT	06/27/2025	150.00	150.00	52055	06/27/2025	
82350 WI PUBLIC SERVIC	0402302054June25	ELECTRICITY - INFO BOOTH	06/30/2025	56.28	56.28	52110	07/10/2025	
Total 100:					181,949.64	181,949.64		
205								
1001163 PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES-ICE	06/25/2025	122.42	122.42	52060	06/27/2025	
Total 205:					122.42	122.42		
400								
1001312 STANTEC CONSUL	2409694	PW BUILDING - SANITARY EXTENSIO	06/11/2025	13,500.00	13,500.00	52036	06/20/2025	
	2409699	PW BUILDING	06/11/2025	1,144.00	1,144.00	52036	06/20/2025	
1001320 MCMAHON ASSOC	603743	VH SCHEMATIC DESIGN	06/11/2025	4,927.50	4,927.50	52058	06/27/2025	
1001343 ALLIANCE CONST	4441	DPW BULDING - DRAW 8	06/25/2025	434,505.34	434,505.34	52051	06/27/2025	
1001357 Great Lakes Gradin	345703	PWB - FINAL BILL	05/12/2025	244,486.75	244,486.75	52057	06/27/2025	
	345703	PWB - ACTION ELECTRIC DEDUCTIO	05/12/2025	1,188.82-	1,188.82-	52057	06/27/2025	
	345703	PWB - SALSIEDER LANDSCAPE DEDU	05/12/2025	672.57-	672.57-	52057	06/27/2025	
10005 ACTION ELECTRIC	2060	ELECTRICAL REPAIR SPORTS COMPL	05/16/2025	2,377.64	2,377.64	52081	07/10/2025	
1001343 ALLIANCE CONST	4462	DPW BULDING - DRAW 9	07/09/2025	491,886.99	491,886.99	52083	07/10/2025	
1001356 Thomas L.Salzsider	1	3- 6' B&B BLACK HILL SPRUCE PWB	05/13/2025	1,275.00	1,275.00	52107	07/10/2025	
12242 GA COMPUTER SE	6760	SERVER UPGRADE-INTERNET GATE	06/27/2025	5,820.00	5,820.00	52056	06/27/2025	
1001324 CLIMATE CHANGE	#2510	TREE SEEDLINGS - TRAYS WITH 18 C	06/10/2025	440.00	440.00	52020	06/20/2025	
80016 WI DEPT OF TRAN	395-0000397761	HWY 57 TRAIL	06/02/2025	417.83	417.83	52080	07/03/2025	
Total 400:					1,198,919.66	1,198,919.66		
610								
100691 MIDWEST METER I	0179122-IN	3/4" METER REGISTER 24 EA, CELLUL	06/25/2025	6,720.00	6,720.00	52073	07/03/2025	
1001239 MEGAN BARNES	Barnes Reimburse	MILEAGE REIMBURSEMENT- W	07/09/2025	57.40	57.40	52101	07/10/2025	
1001256 TIM NELSON	Nelson Mileage Rei	MILEAGE REIMBURSEMENT- W	07/09/2025	11.34	11.34	52108	07/10/2025	
	Nelson Mileage Rei	MILEAGE REIMBURSEMENT- W	07/09/2025	10.89	10.89	52108	07/10/2025	
101216 HYDROCORP	CI-07070	COMMERCIAL CROSS CONNECTION I	06/30/2025	444.79	444.79	52097	07/10/2025	
82350 WI PUBLIC SERVIC	June250407165881	WELL #3 - SISTER BAY	06/16/2025	1,118.32	1,118.32	52062	06/27/2025	
	0402302054June25	ELECTRICITY - WATER	06/30/2025	702.68	702.68	52110	07/10/2025	
30701 FRONTIER	June25.2920159001	PHONES-W	06/25/2025	453.97	453.97	52090	07/10/2025	
17506 CELLCOM	932440	UTILITIES PHONE - W	07/05/2025	84.66	84.66	52088	07/10/2025	
100541 ITU ABSORB TECH	8556640	RAGS- W	06/24/2025	7.05	7.05	52072	07/03/2025	
71931 SISTER BAY PETR	Sister Bay Petro Ma	UTILITY GAS - W	06/10/2025	53.05	53.05	52035	06/20/2025	
1001312 STANTEC CONSUL	2409699	GIS - UTIL	06/11/2025	818.63	818.63	52036	06/20/2025	

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17515	CIVIC SYSTEMS LL	INV-07607	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	533.44	533.44	52019	06/20/2025
		INV-07604	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	758.34	758.34	52053	06/27/2025
100091	BADGER METER I	80200999	ORION CELLULAR UNITS-W	06/28/2025	28.25	28.25	52065	07/03/2025
		80203961	ORION CELLULAR UNITS-W	07/03/2025	29.41	29.41	52085	07/10/2025
		90066318	ORION CELLULAR UNITS-W	07/04/2025	28.25	28.25	52085	07/10/2025
1001163	PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES-WAT	06/25/2025	422.35	422.35	52060	06/27/2025
100841	US POSTAL SERVI	2025 2nd Qtr Utility	UTILITY BILL MAILING- W	06/19/2025	148.67	148.67	52040	06/20/2025
41316	MARCO INC	557507209	UTILITIES COPIES - W	06/06/2025	34.36	34.36	52032	06/20/2025
		39491294	UTILITIES COPIES - W	06/20/2025	23.45	23.45	52099	07/10/2025
14309	ELAN FINANCIAL S	June 2025	UTILITY EASEMENT INQUIRY LUNA VI	06/27/2025	14.48	14.48	52055	06/27/2025
100336	DORNER PRODUC	516099	PRV REFURBISHMENT (GATEWAY, W	06/16/2025	9,622.00	9,622.00	52070	07/03/2025
		516099	PRV SPRINGS	06/16/2025	138.00	138.00	52070	07/03/2025
		516099	ISOLATION VALVES REPLACEMENT (	06/16/2025	5,492.00	5,492.00	52070	07/03/2025
100491	HAWKINS INC	7099536	CHLORINE CYLINDER RENTAL	06/15/2025	10.00	10.00	52025	06/20/2025
		7119024	CHEMICALS - WELL #1 AZONE	07/01/2025	275.90	275.90	52094	07/10/2025
		7119024	CHEMICALS - WELL #3	07/01/2025	275.90	275.90	52094	07/10/2025
101207	DOOR COUNTY HA	502215 - 6.30.2025	15134 - FLASHLIGHT	06/30/2025	69.99	69.99	52068	07/03/2025
		502215 - 6.30.2025	14394 - WIRE WHELL AND WIRE CUP	06/30/2025	12.18	12.18	52068	07/03/2025
		502215 - 6.30.2025	14549 - PAINT BRUSHES	06/30/2025	14.18	14.18	52068	07/03/2025
17515	CIVIC SYSTEMS LL	INV-07604	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	368.20	368.20	52053	06/27/2025
100091	BADGER METER I	80200999	ORION CELLULAR UNITS-LGUD	06/28/2025	30.03	30.03	52065	07/03/2025
		80203961	ORION CELLULAR UNITS-LGUD	07/03/2025	30.03	30.03	52085	07/10/2025
		90066318	ORION CELLULAR UNITS-LGUD	07/04/2025	30.03	30.03	52085	07/10/2025
101216	HYDROCORP	CI-07070	COMMERCIAL CROSS CONNECTION I	06/30/2025	11.21	11.21	52097	07/10/2025
82350	WI PUBLIC SERVIC	June250407165881	WELL #3 - LGUD	06/16/2025	372.78	372.78	52062	06/27/2025
41316	MARCO INC	39491294	LGUD #1 COPIES	06/20/2025	7.73	7.73	52099	07/10/2025
Total 610:					29,147.38	29,147.38		

620

1001239	MEGAN BARNES	Barnes Reimbursem	MILEAGE REIMBURSEMENT- WW	07/09/2025	57.40	57.40	52101	07/10/2025
1001256	TIM NELSON	Nelson Mileage Rei	MILEAGE REIMBURSEMENT- WW	07/09/2025	11.34	11.34	52108	07/10/2025
		Nelson Mileage Rei	MILEAGE REIMBURSEMENT- WW	07/09/2025	20.07	20.07	52108	07/10/2025
82350	WI PUBLIC SERVIC	0402302054June25	ELECTRICITY - WASTEWATER	06/30/2025	5,838.74	5,838.74	52110	07/10/2025
30701	FRONTIER	June25.2920159001	PHONES-WWW	06/25/2025	453.98	453.98	52090	07/10/2025
1001233	NEXTIVA INC	40004972072	PHONE - WW PLANT	07/01/2025	114.85	114.85	272	07/10/2025
17506	CELLCOM	932440	UTILITIES PHONE - WW	07/05/2025	156.09	156.09	52088	07/10/2025
30750	GOING CO INC	280311	WWTP RUBBISH REMOVAL	07/01/2025	140.97	140.97	52091	07/10/2025
1001236	CONWAY OLEJNIC	54716	LIB GROV/WWTP MATTER	04/30/2025	1,147.50	1,147.50	52067	07/03/2025
		55872	LIB GROVE/WWTP MATTER	05/31/2025	135.00	135.00	52067	07/03/2025
1001320	MCMAHON ASSOC	939558	WWTP ASSESSMENT, FEASIBILITY ST	06/25/2025	867.00	867.00	52100	07/10/2025
100541	ITU ABSORB TECH	8556640	WWTP LAUNDRY SERVICE	06/24/2025	82.92	82.92	52072	07/03/2025
		8556640	RAGS- WW	06/24/2025	13.01	13.01	52072	07/03/2025
14310	CAPTAIN COMMO	66438	SLUDGE HAULING	06/09/2025	1,980.00	1,980.00	52066	07/03/2025
		I131	SLUDGE HAULING	06/23/2025	2,475.00	2,475.00	52066	07/03/2025
71931	SISTER BAY PETR	Sister Bay Petro Ma	UTILITY GAS - WW	06/10/2025	97.80	97.80	52035	06/20/2025
41218	AIRGAS	5517821602	CYLINDER LEASE RENEWAL	07/01/2025	266.06	266.06	52082	07/10/2025
17515	CIVIC SYSTEMS LL	INV-07607	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	983.53	983.53	52019	06/20/2025
1001289	INTEGRATED PRO	SI002996	UPS BATTERY REPLACEMENT	06/11/2025	615.55	615.55	52031	06/20/2025
17515	CIVIC SYSTEMS LL	INV-07604	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	1,398.18	1,398.18	52053	06/27/2025
100091	BADGER METER I	80200999	ORION CELLULAR UNITS-WW	06/28/2025	52.08	52.08	52065	07/03/2025
		80203961	ORION CELLULAR UNITS-WW	07/03/2025	54.23	54.23	52085	07/10/2025
		90066318	ORION CELLULAR UNITS-WW	07/04/2025	52.08	52.08	52085	07/10/2025
1001163	PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES-WAS	06/25/2025	844.69	844.69	52060	06/27/2025
100841	US POSTAL SERVI	2025 2nd Qtr Utility	UTILITY BILL MAILING- WW	06/19/2025	274.10	274.10	52040	06/20/2025
41316	MARCO INC	557507209	UTILITIES COPIES - WW	06/06/2025	63.36	63.36	52032	06/20/2025
		39491294	UTILITIES COPIES - WW	06/20/2025	43.23	43.23	52099	07/10/2025

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41218	AIRGAS	5517324541	RENTAL FOR ARGON, ACETYLENE AN	06/30/2025	62.55	62.55	52082	07/10/2025
61630	PIGGLY WIGGLY	7/1/25 Acct#4090	UTILITY SUPPLIES	07/01/2025	20.67	20.67	52103	07/10/2025
101207	DOOR COUNTY HA	502215 - 6.30.2025	14887 - SOFTNER PELLETS	06/30/2025	17.98	17.98	52068	07/03/2025
		502215 - 6.30.2025	14309 - BATTERIES - LAB THERMOME	06/30/2025	13.99	13.99	52068	07/03/2025
		502215 - 6.30.2025	14701 - ROLLER FOR GARAGE DOOR	06/30/2025	9.99	9.99	52068	07/03/2025
100491	HAWKINS INC	7118131	WWTP-FERRIC	06/27/2025	15,959.59	15,959.59	52094	07/10/2025
100731	NCL OF WISCONSI	521878	LAB CHEMICALS	06/30/2025	585.36	585.36	52102	07/10/2025
		521878	LAB SUPPLIES	06/30/2025	181.25	181.25	52102	07/10/2025
41316	MARCO INC	39491294	LGUD #1 COPIES	06/20/2025	7.73	7.73	52099	07/10/2025
Total 620:					34,993.71	34,993.71		
630								
1001239	MEGAN BARNES	Barnes Reimbursem	MILEAGE REIMBURSEMENT- C	07/09/2025	57.40	57.40	52101	07/10/2025
1001256	TIM NELSON	Nelson Mileage Rei	MILEAGE REIMBURSEMENT- C	07/09/2025	11.34	11.34	52108	07/10/2025
		Nelson Mileage Rei	MILEAGE REIMBURSEMENT- C	07/09/2025	3.06	3.06	52108	07/10/2025
82350	WI PUBLIC SERVIC	0402302054June25	ELECTRICITY - COLLECTION	06/30/2025	520.83	520.83	52110	07/10/2025
17506	CELLCOM	932440	UTILITIES PHONE- C	07/05/2025	23.81	23.81	52088	07/10/2025
100541	ITU ABSORB TECH	8556640	RAGS- C	06/24/2025	1.98	1.98	52072	07/03/2025
71931	SISTER BAY PETR	Sister Bay Petro Ma	UTILITY GAS - C	06/10/2025	14.92	14.92	52035	06/20/2025
17515	CIVIC SYSTEMS LL	INV-07607	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	150.03	150.03	52019	06/20/2025
1001312	STANTEC CONSUL	2409699	GIS - UTIL	06/11/2025	818.62	818.62	52036	06/20/2025
17515	CIVIC SYSTEMS LL	INV-07604	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	213.28	213.28	52053	06/27/2025
100091	BADGER METER I	80200999	ORION CELLULAR UNITS-C	06/28/2025	7.94	7.94	52065	07/03/2025
		80203961	ORION CELLULAR UNITS-C	07/03/2025	8.27	8.27	52085	07/10/2025
		90066318	ORION CELLULAR UNITS-C	07/04/2025	7.94	7.94	52085	07/10/2025
1001163	PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES-COL	06/25/2025	140.78	140.78	52060	06/27/2025
100841	US POSTAL SERVI	2025 2nd Qtr Utility	UTILITY BILL MAILING- C	06/19/2025	41.81	41.81	52040	06/20/2025
41316	MARCO INC	557507209	UTILITIES COPIES - C	06/06/2025	9.66	9.66	52032	06/20/2025
		39491294	UTILITIES COPIES - C	06/20/2025	6.60	6.60	52099	07/10/2025
1001352	Visu-Sewer, LLC	39114	RELIN 10" SANITARY SEWER- S BAY	06/03/2025	69,877.50	69,877.50	52041	06/20/2025
14309	ELAN FINANCIAL S	June 2025	UTILITY EASEMENT INQUIRY LUNA VI	06/27/2025	14.48	14.48	52055	06/27/2025
100466	GREAT LAKES TV	23477	2025 SANITARY SEWER TELEVISIONING	06/25/2025	29,025.20	29,025.20	52092	07/10/2025
Total 630:					100,939.57	100,939.57		
690								
1001160	HAT HEAD	292370	MARINA STAFF UNIFORMS	07/07/2025	1,000.50	1,000.50	52093	07/10/2025
1001233	NEXTIVA INC	40004972072	PHONE - MARINA	07/01/2025	55.45	55.45	272	07/10/2025
12242	GA COMPUTER SE	6773	MARINA INTERNET/WIFI	06/13/2025	40.91	40.91	52024	06/20/2025
		6782	MARINA INTERNET/WIFI	06/17/2025	119.95	119.95	52024	06/20/2025
13260	BHIRDO'S BY THE	May 2025	MARINA FUEL	06/15/2025	116.55	116.55	52017	06/20/2025
17515	CIVIC SYSTEMS LL	INV-07607	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	1,756.20	1,756.20	52019	06/20/2025
1001242	ZUCCHETTI NORT	33840	LODGICAL SUBSCRIPTION - MARINA	07/05/2025	194.00	194.00	274	07/10/2025
1001163	PLANET TECHNOL	I012106	ANNUAL MICROSOFT LICENSES-MAR	06/25/2025	685.55	685.55	52060	06/27/2025
1001209	AMAZON CAPITAL	1TY4-D6WN-7MWF	PRINTER TONER	07/06/2025	60.47	60.47	52084	07/10/2025
100516	INNOVATIVE PRIN	38979	LAUNCH PASSES	06/16/2025	168.00	168.00	52029	06/20/2025
41316	MARCO INC	39491294	MARINA COPIES	06/20/2025	4.91	4.91	52099	07/10/2025
71927	SISTER BAY/LIBER	219	CR PLUS BATTERY AND PATCHES	06/26/2025	310.50	310.50	52105	07/10/2025
81988	WARNER-WEXEL L	246916	AMENITIES - COFFEE CREAMER	07/06/2025	35.34	35.34	52109	07/10/2025
1001209	AMAZON CAPITAL	1YXH-YD4X-19TM	COFFEE CREAMERS	07/06/2025	23.62	23.62	52084	07/10/2025
42107	LA VINE'S ICE LLC	42510,42589,42655	MARINA - ICE	07/06/2025	436.50	436.50	52098	07/10/2025
61630	PIGGLY WIGGLY	7/1/25 Acct#4090	MARINA WATER	07/01/2025	51.73	51.73	52103	07/10/2025
14309	ELAN FINANCIAL S	June 2025	LAWN AND GARDEN MARINA	06/27/2025	134.95	134.95	52055	06/27/2025
		June 2025	MARINA HARDWARE	06/27/2025	26.76	26.76	52055	06/27/2025
		June 2025	MARINA SMART SIGN	06/27/2025	115.46	115.46	52055	06/27/2025
		June 2025	MARINA SMART SIGN	06/27/2025	92.08	92.08	52055	06/27/2025

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14310	CAPTAIN COMMO	66102	COMMODE RENTAL - DOG PARK	07/05/2025	253.20	253.20	52086	07/10/2025
1001265	CATER PLUMBING	11853	DOCK MAINTENANCE - C DOCK	06/09/2025	459.00	459.00	52018	06/20/2025
1001339	Summerset Marine	10419	DOCK REPAIR	06/19/2025	18,480.00	18,480.00	52037	06/20/2025
		10479	DOCK REPAIR	06/19/2025	2,000.00	2,000.00	52037	06/20/2025
		9984	SPRING INSTALL	06/19/2025	13,515.00	13,515.00	52037	06/20/2025
		9985	DOCK REPAIR	06/19/2025	15,960.00	15,960.00	52037	06/20/2025
		9986	DOCK REPAIR	06/19/2025	23,954.40	23,954.40	52037	06/20/2025
1001209	AMAZON CAPITAL	1RHD-PY4V-4MTH	PILING CAPS	07/06/2025	16.94	16.94	52084	07/10/2025
81988	WARNER-WEXEL L	246528	CUSTODIAL SUPPLIES	06/17/2025	40.52	40.52	52042	06/20/2025
		246594	CUSTODIAL SUPPLIES	06/17/2025	272.83	272.83	52042	06/20/2025
		246796	CUSTODIAL SUPPLIES	06/17/2025	117.91	117.91	52042	06/20/2025
		247181	CLEANING SUPPLIES	07/06/2025	590.06	590.06	52109	07/10/2025
12242	GA COMPUTER SE	6774	EIS SUBSCRIPTION- MARINA	06/13/2025	59.95	59.95	52024	06/20/2025
Total 690:					81,149.24	81,149.24		
Grand Totals:					1,627,221.62	1,627,221.62		

Report Criteria:

Detail report type printed

Invoice Detail.Input Date = 06/14/2025-07/11/2025

July 10, 2025
Volodymyr Ganaix

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Report Criteria:

Summary report type printed

Invoice Detail Input Date = 06/14/2025-07/11/2025

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
10005								
10005	ACTION ELE	1871.1	POST OFFICE PEDESTAL REPAIR	04/01/2025	1,046.75	1,046.75	52015	06/20/2025
12242								
12242	GA COMPUT	6746	2 YR SSL CERTS	05/31/2025	480.00	480.00	52024	06/20/2025
		6773	SERVER BACKUP MONTHLY	06/13/2025	517.63	517.63	52024	06/20/2025
		6774	EIS SUBSCRIPTION- MARINA	06/13/2025	59.95	59.95	52024	06/20/2025
		6782	MARINA INTERNET/WIFI	06/17/2025	119.95	119.95	52024	06/20/2025
13260								
13260	BHIRDO'S B	May 2025	VILLAGE GAS	06/15/2025	885.25	885.25	52017	06/20/2025
17515								
17515	CIVIC SYST	INV-07607	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	5,224.00	5,224.00	52019	06/20/2025
17525								
17525	CULLIGAN O	D-94934	WATER SOFTENER SALT - FS	05/30/2025	107.00	107.00	52021	06/20/2025
31809								
31809	HSABANK	June	EMPLOYEE CONTRIBUTION - JUNE	06/17/2025	435.00	435.00	52027	06/20/2025
34850								
34850	HOCKERS E	4210	REPAIRS	06/10/2025	1,016.72	1,016.72	52026	06/20/2025
40963								
40963	INSPECTIO	May 2025	BUILDING INSPECTION - MAY	06/17/2025	580.50	580.50	52030	06/20/2025
41205								
41205	WISCONSIN	LA2002280-003 Ma	GENERAL SUPPLIES	06/01/2025	11.67	11.67	52043	06/20/2025
41316								
41316	MARCO INC	557507209	UTILITIES COPIES - W	06/06/2025	107.38	107.38	52032	06/20/2025
61547								
61547	ORKIN PEST	279189928	PEST CONTROL AT FS - MAY 2025	06/01/2025	118.01	118.01	52033	06/20/2025
		36169181 June/July	PEST CONTROL AT FS - JULY 2025	06/02/2025	119.00	119.00	52033	06/20/2025
61614								
61614	PENINSULA	35766	NOTICE PROPERTY TAXES	06/01/2025	63.70	63.70	52034	06/20/2025
71931								
71931	SISTER BAY	Sister Bay Petro Ma	VILLAGE GAS	06/10/2025	824.05	824.05	52035	06/20/2025
71935								
71935	THE SPRINK	99756	SPRINKLER REPAIRS - WFP	06/06/2025	1,306.25	1,306.25	52038	06/20/2025
		99776	SPRINKLER REPAIRS - SC	06/06/2025	256.50	256.50	52038	06/20/2025
72051								
72051	TRUGREEN*	209897185	LAWN TREATMENT - SC	06/01/2025	401.54	401.54	52039	06/20/2025
81988								
81988	WARNER-W	246528	CUSTODIAL SUPPLIES	06/17/2025	40.52	40.52	52042	06/20/2025
		246594	CUSTODIAL SUPPLIES	06/17/2025	272.83	272.83	52042	06/20/2025
		246796	CUSTODIAL SUPPLIES	06/17/2025	117.91	117.91	52042	06/20/2025
100491								
100491	HAWKINS IN	7099536	CHLORINE CYLINDER RENTAL	06/15/2025	10.00	10.00	52025	06/20/2025
100516								
100516	INNOVATIVE	38979	LAUNCH PASSES	06/16/2025	168.00	168.00	52029	06/20/2025
100841								
100841	US POSTAL	2025 2nd Qtr Utility	UTILITY BILL MAILING- W	06/19/2025	464.58	464.58	52040	06/20/2025
1001175								
1001175	ERIK LINCZ	June Menards	MENARDS PARKS	06/16/2025	115.92	115.92	52022	06/20/2025
1001209								
1001209	AMAZON CA	19JW-CJTM-THRC	KING INNOVATION 20210 DRYCONN G	06/17/2025	307.43	307.43	52016	06/20/2025
1001265								
1001265	CATER PLU	11853	DOCK MAINTENANCE - C DOCK	06/09/2025	459.00	459.00	52018	06/20/2025
1001289								
1001289	INTEGRATE	SI002996	UPS BATTERY REPLACEMENT	06/11/2025	615.55	615.55	52031	06/20/2025

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Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
1001304								
1001304	FIRST UNU	July 2025	LTD INSURANCE JULY	06/18/2025	317.17	317.17	52023	06/20/2025
1001312								
1001312	STANTEC C	2409694	PW BUILDING - SANITARY EXTENSIO	06/11/2025	13,500.00	13,500.00	52036	06/20/2025
		2409699	PROFESSIONAL SERVICES- APRIL 20	06/11/2025	4,988.50	4,988.50	52036	06/20/2025
1001324								
1001324	CLIMATE CH	#2510	TREE SEEDLINGS - TRAYS WITH 18 C	06/10/2025	440.00	440.00	52020	06/20/2025
1001335								
1001335	HUMAN RES	17391	BENEFITS CONSULTING	06/17/2025	575.05	575.05	52028	06/20/2025
1001339								
1001339	Summerset	10419	DOCK REPAIR	06/19/2025	18,480.00	18,480.00	52037	06/20/2025
		10479	DOCK REPAIR	06/19/2025	2,000.00	2,000.00	52037	06/20/2025
		9984	SPRING INSTALL	06/19/2025	13,515.00	13,515.00	52037	06/20/2025
		9985	DOCK REPAIR	06/19/2025	15,960.00	15,960.00	52037	06/20/2025
		9986	DOCK REPAIR	06/19/2025	23,954.40	23,954.40	52037	06/20/2025
1001352								
1001352	Visu-Sewer,	39114	RELINE 10" SANITARY SEWER- S BAY	06/03/2025	69,877.50	69,877.50	52041	06/20/2025
20512								
20512	EFTPS - ON	PR0621250	PRINT PAPER CHECK TO UPDATE GL	06/24/2025	17,720.60	17,720.60	6272022	06/24/2025
30751								
30751	GREAT-WES	PR0621250	Great West Deferred Comp. DEFERRE	06/24/2025	260.00	260.00	6272023	06/24/2025
1001314								
1001314	PATRIOT EN	28786	5012CP	06/23/2025	144.92	144.92	52059	06/27/2025
12242								
12242	GA COMPUT	6760	SERVER UPGRADE-INTERNET GATE	06/27/2025	5,820.00	5,820.00	52056	06/27/2025
14309								
14309	ELAN FINAN	June 2025	PARKS HARDWARE	06/27/2025	2,605.61	2,605.61	52055	06/27/2025
14310								
14310	CAPTAIN CO	166	COMMODE RENTAL - BASEBALL FIEL	05/28/2025	200.00	200.00	52052	06/27/2025
17515								
17515	CIVIC SYST	INV-07604	SEMI-ANNUAL SOFTWARE SUPPORT	07/01/2025	2,738.00	2,738.00	52053	06/27/2025
20512								
20512	EFTPS - ON	PR0630250	PRINT PAPER CHECK TO UPDATE GL	06/26/2025	2,629.71	2,629.71	6302022	06/26/2025
82350								
82350	WI PUBLIC S	June250407165881	WELL #3 - SISTER BAY	06/16/2025	1,491.10	1,491.10	52062	06/27/2025
1001163								
1001163	PLANET TE	I012106	ANNUAL MICROSOFT LICENSES- FIN	06/25/2025	6,928.92	6,928.92	52060	06/27/2025
1001288								
1001288	WI SCTF	C.S. 06272025	CHILD SUPPORT - 06/27/25 PAYROLL	06/25/2025	262.61	262.61	52063	06/27/2025
1001320								
1001320	MCMAHON	603743	VH SCHEMATIC DESIGN	06/11/2025	4,927.50	4,927.50	52058	06/27/2025
1001343								
1001343	ALLIANCE C	4441	DPW BULDING - DRAW 8	06/25/2025	434,505.34	434,505.34	52051	06/27/2025
1001344								
1001344	DOOR COU	23FA62-06272025	06/27/25 PAYROLL WITHHOLDING	06/25/2025	25.00	25.00	52054	06/27/2025
1001347								
1001347	Rae-Cor Distr	054142	CUSTODIAL SUPPLIES	06/23/2025	1,135.24	1,135.24	52061	06/27/2025
1001357								
1001357	Great Lakes	345703	PWB - FINAL BILL	05/12/2025	242,625.36	242,625.36	52057	06/27/2025
10001								
10001	A-1 ELEVAT	24007	SEMI-ANNUAL SERVICE	07/02/2025	175.50	175.50	52064	07/03/2025
14310								
14310	CAPTAIN CO	66438	SLUDGE HAULING	06/09/2025	1,980.00	1,980.00	52066	07/03/2025
		1131	SLUDGE HAULING	06/23/2025	2,475.00	2,475.00	52066	07/03/2025
20451								
20451	DOOR COU	2025-33000205	FIELD ROLLING HARDBALL	06/17/2025	5,298.79	5,298.79	52069	07/03/2025

VILLAGE OF SISTER BAY

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Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
61614								
61614	PENINSULA	35673	LIQ LIC NOTICES	06/01/2025	825.53	825.53	52074	07/03/2025
61637								
61637	PITNEY BO	7/1/25 48299457	POSTAGE FOR METER	07/01/2025	2,000.00	2,000.00	52075	07/03/2025
71920								
71920	SISTER BAY	2684	SHUTTLE STOP SIGNS AND POSTERS	06/30/2025	558.50	558.50	52076	07/03/2025
71926								
71926	SISTER BAY	63226	PW BLDG WATER USE	06/30/2025	154.13	154.13	52077	07/03/2025
71927								
71927	SISTER BAY/	3 rd Qtr Support 202	SUPPORT	06/30/2025	42,758.00	42,758.00	52078	07/03/2025
71930								
71930	SISTER BAY/	3 rd Qtr Support 202	3RD QTR SUPPORT	06/30/2025	10,016.00	10,016.00	52079	07/03/2025
80016								
80016	WI DEPT OF	395-0000397761	HWY 57 TRAIL	06/02/2025	417.83	417.83	52080	07/03/2025
100091								
100091	BADGER ME	80200999	ORION CELLULAR UNITS-LGUD	06/28/2025	118.30	118.30	52065	07/03/2025
100336								
100336	DORNER PR	516099	PRV REFURBISHMENT (GATEWAY, W	06/16/2025	15,252.00	15,252.00	52070	07/03/2025
100516								
100516	INNOVATIVE	39076	ID BADGE - ADMIN	06/23/2025	15.00	15.00	52071	07/03/2025
100541								
100541	ITU ABSORB	8556640	WWTP LAUNDRY SERVICE	06/24/2025	104.96	104.96	52072	07/03/2025
100691								
100691	MIDWEST M	0179122-IN	3/4" METER REGISTER 24 EA, CELLUL	06/25/2025	6,720.00	6,720.00	52073	07/03/2025
1207								
101207	DOOR COU	502215 - 6.30.2025	14309 - BATTERIES - LAB THERMOME	06/30/2025	138.31	138.31	52068	07/03/2025
1001236								
1001236	CONWAY OL	54716	WHITE STR CASE	04/30/2025	6,570.00	6,570.00	52067	07/03/2025
		55872	ZITO VARIANCE PETITION	05/31/2025	2,925.00	2,925.00	52067	07/03/2025
		55873	WHITE STR CASE	05/31/2025	300.00	300.00	52067	07/03/2025
10005								
10005	ACTION ELE	2060	ELECTRICAL REPAIR SPORTS COMPL	05/16/2025	2,377.64	2,377.64	52081	07/10/2025
14310								
14310	CAPTAIN CO	66102	COMMODO RENTAL - DOG PARK	07/05/2025	253.20	253.20	52086	07/10/2025
17506								
17506	CELLCOM	932440	UTILITIES PHONE - W	07/05/2025	264.56	264.56	52088	07/10/2025
17700								
17700	SUSAN J CL	June-July Mileage	JUNE MILEAGE REIMBURSEMENT	07/09/2025	142.80	142.80	52106	07/10/2025
20438								
20438	DEPT OF EM	125000202508	HEALTH INS. - EMPLOYER AMT	07/09/2025	23,617.96	23,617.96	273	07/10/2025
20507								
20507	EAGLE MEC	34367	BACK FLOW TEST/ REPAIR	06/17/2025	459.88	459.88	52089	07/10/2025
20512								
20512	EFTPS - ON	PR0705250	PRINT PAPER CHECK TO UPDATE GL	07/10/2025	13,314.45	13,314.45	7112022	07/10/2025
30701								
30701	FRONTIER	June25.2920159001	PHONES-W	06/25/2025	907.95	907.95	52090	07/10/2025
30750								
30750	GOING CO I	280311	WWTP RUBBISH REMOVAL	07/01/2025	140.97	140.97	52091	07/10/2025
30751								
30751	GREAT-WES	PR0705250	Great West Deferred Comp. DEFERRE	07/10/2025	260.00	260.00	7112023	07/10/2025
31780								
31780	CARLA HEC	Mileage April-July 2	ZONING MILEAGE REIMBURSEMENT	07/09/2025	20.02	20.02	52087	07/10/2025
1809								
31809	HSABANK	July and Second Ha	EMPLOYEE CONTRIBUTION - JULY	07/09/2025	29,960.00	29,960.00	52095	07/10/2025
41218								
41218	AIRGAS	5517324541	RENTAL FOR ARGON, ACETYLENE AN	06/30/2025	62.55	62.55	52082	07/10/2025
		5517821602	CYLINDER LEASE RENEWAL	07/01/2025	266.06	266.06	52082	07/10/2025

VILLAGE OF SISTER BAY

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Invoice dates: 1/1/1753 - 12/31/9999Page: 4
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Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
41316								
41316	MARCO INC	39491294	GENERAL COPIES	06/20/2025	455.24	455.24	52099	07/10/2025
42107								
42107	LA VINE'S IC	42510,42589,42655	MARINA - ICE	07/06/2025	436.50	436.50	52098	07/10/2025
61630								
61630	PIGGLY WIG	7/1/25 Acct#4090	MARINA WATER	07/01/2025	81.64	81.64	52103	07/10/2025
71891								
71891	SECURIAN F	August 2025	LIFE INSURANCE PREMIUMS - AUGU	07/09/2025	304.70	304.70	52104	07/10/2025
71927								
71927	SISTER BAY/	219	CR PLUS BATTERY AND PATCHES	06/26/2025	310.50	310.50	52105	07/10/2025
73003								
73003	VERIZON B	61416893	VILLAGE PHONE - LONG DISTANCE	07/09/2025	.29	.29	275	07/10/2025
81988								
81988	WARNER-W	246916	AMENITIES - COFFEE CREAMER	07/06/2025	35.34	35.34	52109	07/10/2025
		247181	CLEANING SUPPLIES	07/06/2025	590.06	590.06	52109	07/10/2025
82350								
82350	WI PUBLIC S	0402302054June25	ELECTRICITY - WATER	06/30/2025	7,177.70	7,177.70	52110	07/10/2025
100091								
100091	BADGER ME	80203961	ORION CELLULAR UNITS-LGUD	07/03/2025	121.94	121.94	52085	07/10/2025
		90066318	ORION CELLULAR UNITS-LGUD	07/04/2025	118.30-	118.30-	52085	07/10/2025
100466								
100466	GREAT LAK	23477	2025 SANITARY SEWER TELEVISIONING	06/25/2025	29,025.20	29,025.20	52092	07/10/2025
100491								
100491	HAWKINS IN	7118131	WWTP-FERRIC	06/27/2025	15,959.59	15,959.59	52094	07/10/2025
		7119024	CHEMICALS - WELL #1 AZONE	07/01/2025	551.80	551.80	52094	07/10/2025
100731								
100731	NCL OF WIS	521878	LAB CHEMICALS	06/30/2025	766.61	766.61	52102	07/10/2025
101216								
101216	HYDROCOR	CI-07070	COMMERCIAL CROSS CONNECTION I	06/30/2025	456.00	456.00	52097	07/10/2025
1001160								
1001160	HAT HEAD	292370	MARINA STAFF UNIFORMS	07/07/2025	1,000.50	1,000.50	52093	07/10/2025
1001209								
1001209	AMAZON CA	1RHD-PY4V-4MTH	PILING CAPS	07/06/2025	16.94	16.94	52084	07/10/2025
		1TY4-D6WN-7MWF	PRINTER TONER	07/06/2025	60.47	60.47	52084	07/10/2025
		1YXH-YD4X-19TM	COFFEE CREAMERS	07/06/2025	23.62	23.62	52084	07/10/2025
1001233								
1001233	NEXTIVA IN	40004972072	PHONE - WW PLANT	07/01/2025	396.04	396.04	272	07/10/2025
1001239								
1001239	MEGAN BAR	Barnes Reimburse	MILEAGE REIMBURSEMENT- C	07/09/2025	172.20	172.20	52101	07/10/2025
1001242								
1001242	ZUCCHETTI	33840	LOGGICAL SUBSCRIPTION - MARINA	07/05/2025	194.00	194.00	274	07/10/2025
1001256								
1001256	TIM NELSO	Nelson Mileage Rei	MILEAGE REIMBURSEMENT- WW	07/09/2025	68.04	68.04	52108	07/10/2025
1001320								
1001320	MCMAHON	939558	WWTP ASSESSMENT, FEASIBILITY ST	06/25/2025	867.00	867.00	52100	07/10/2025
1001335								
1001335	HUMAN RES	17460	BENEFITS CONSULTING	07/02/2025	375.00	375.00	52096	07/10/2025
1001343								
1001343	ALLIANCE C	4462	DPW BULDING - DRAW 9	07/09/2025	491,886.99	491,886.99	52083	07/10/2025
1001356								
1001356	Thomas L.Sa	1	3- 6' B&B BLACK HILL SPRUCE PWB	05/13/2025	1,275.00	1,275.00	52107	07/10/2025
Grand Totals:					1,627,221.62	1,627,221.62		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
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Report Criteria:
Summary report type printed
Invoice Detail Input Date = 06/14/2025-07/11/2025

July 10, 2025
Volodymyr Gannik



ADMINISTRATORS REPORT

Date: July 7, 2025

Board/Committee: Parks, Property & Streets Committee

Author: Julie A. Schmelzer

Vandalism

We experienced some vandalism over the weekend of the Fourth:

- Street Sign for South Bay Shore Dr and Gateway Dr - ripped out of the ground and carried to Stony Ridge Condominium complex.
- Stop Sign at the intersection of Country Walk Dr and South Bay Shore Dr - ripped out of the ground; left lying in the ditch 50ft away from it original location.
- Stop sign flipped around at the intersection of Sunnyside Rd and North Highland.
- We had a bike route sign hit and snapped at the intersection of Country Walk Dr and Koessl Ln.
(This one might have been related to a contractor accidentally hitting it.)

Sprinkler Contract

Last month we approved a contract for The Dorr to install sprinklers on village land. They chose not to sign the contract.

Za Za'S/Torcivia Trees

Last month we reviewed a Development Agreement Amendment for a parking lot and the owner asked the village to also waive a landscaping requirement from the original Agreement. He was referred back to Plan Commission. He has agreed to plant the trees.

AGENDA ITEM 10

COMMITTEE REPORTS

<https://storage.googleapis.com/juniper-media-library/57/2025/07/Committee%20Reports.pdf>